

TITLES HANDBOOK

Summer

2014

This manual provides policies and procedures for the proper completion of title applications and supporting documents in order to expedite the processing of title applications filed by licensed dealers and financial institutions in the state of Idaho.

Dealer
Financial
Manual

ITD PHONE NUMBERS

Dealer Operations	334-8681
Dealer Titles.....	334-8666
Financial Services – Revenue Operations.....	334-8751
DARYL MARLER, Dealer Investigations Supervisor.....	334-8684
	Fax 332-4184
Vehicle Services – General Information.....	334-8663

MOTOR VEHICLE INVESTIGATORS

See Section [2.27](#) for a complete list of addresses and office hours.

PAT HENDERSON, DISTRICT 1.....	772-1261
	Fax 772-8023
Benewah, Boundary, Bonner, Kootenai, Shoshone Counties	
RANDY SQUIRES, DISTRICT 2.....	799-4289
	Fax 799-4214
Clearwater, Idaho, Latah, Lewis, Nez Perce Counties	
KRIS BRANNER, DISTRICT 3A.....	454-7661
	Fax 454-7662
Canyon, Gem, Owyhee, Payette, Washington Counties	
RICK OUELLETTE, DISTRICT 3B.....	334-8715
	Fax 332-4177
NAMPA, MERIDIAN, EAGLE, STAR, HORSESHOE BEND; Adams, Valley Counties	
ADRIAN LINDSAY, DISTRICT 3C.....	334-8750
	Fax 334-4453
DOWNTOWN BOISE, GARDEN CITY, KUNA, EAST/SOUTH BOISE; Elmore, East Owyhee Counties	
TERRY GAFFNEY, DISTRICT 3E	334-8686
	Fax 332-4195
NORTH/WEST BOISE, IDAHO CITY	
JANET SAMMIS, DISTRICT 4.....	736-3099
	Fax 332-4182
Blaine, Camas, Cassia, Gooding, Jerome, Lincoln, Minidoka, Twin Falls Counties	
STEVE ALLEN, DISTRICT 5	236-6052
	Fax 236-6053
Bannock, Bear Lake, Bingham, Caribou, Franklin, Oneida, Power Counties	
THEA WILCOX, DISTRICT 6.....	525-7109
	Fax 525-7110
Butte, Clark, Custer, Lemhi, Bonneville, Fremont, Jefferson, Madison, Teton Counties	

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FOREWORD

This titles manual is prepared especially for Idaho licensed dealers and Idaho financial agencies. It provides policies and procedures for the proper completion of title applications and supporting documents. By following the instructions in this manual, you will expedite the title applications process.

Chapter 1 provides you with information and instructions for standard title document preparation, including:

- Basic titling (information everyone should know before preparing their first application).
- Step-by-step instructions detailing how to prepare title applications and Idaho titles.
- Examples of completed title documents for typical transactions.

By learning the procedures in this section, you will have the tools necessary to prepare standard title applications in a trouble-free manner.

Chapter 2 provides answers to policy and procedure questions regarding special titling circumstances. Special document requirements are discussed for various types of transactions (listed in alphabetical order).

To maintain good customer relations it is important to ensure the transactions are prepared so that titles can be issued in a timely manner. It is equally important to the Idaho Transportation Department to respond to both yours' and the customers' needs while maintaining consistency and integrity in our title system. Clearly defined guidance on titling will assist us in achieving our common goals.

Chapter 3 provides information regarding out-of-state agencies and private organizations, which is helpful when dealing with motor vehicle sales and financing.

DEFINITIONS

Abandoned Vehicle: A vehicle left on a highway or property without the property owner's consent for more than 24 hours.

Affidavit: A written statement made on oath before a notary public or other person authorized to administer oaths.

Affidavit of Public Posting: A sworn statement from the person posting the notice indicating the three public places the notice was posted and the dates the postings occurred.

Affidavit of Publication: A sworn statement from the publisher indicating the notice was published and the date it occurred.

Agent: A person acting on behalf of another person by his authority, such as an agent acting on behalf of a seller or buyer.

All Terrain Vehicle (ATV): Any recreation vehicle with three (3) or more tires, weighing under nine hundred (900) pounds, fifty (50) inches or less in width, having a wheelbase of sixty-one (61) inches or less, traveling on low-pressure tires of ten (10) psi or less.

Assembled Vehicle: A vehicle which has been constructed using parts from two (2) or more vehicles and has the same appearance as a vehicle that was manufactured under a specific make and model by a manufacturer. Changes may include frame and/or cab changes.

Assigned VIN: A vehicle identification number assigned to a vehicle by a Motor Vehicle Investigator when the old number cannot be found, is illegible, or has been altered or the vehicle has been specially constructed. County personnel may also assign VINs to manufactured homes when they have entered into an agreement with ITD to do so.

Contact a Motor Vehicle Investigator for more information.

Assumption: A transaction in which a new owner takes title to a vehicle and assumes the indebtedness held by the previous owner, so the old lien remains on the title (most often used with mobile/manufactured homes).

Axle Dolly: A dolly used for transporting long I-beams, etc. that consists of a single or double axle and a frame. The beam is tied to the power unit and dolly. No tongue exists.

Bankruptcy: A situation where a person, whose debts exceed his assets, seeks relief from creditors through the court, which appoints a trustee for asset distribution. Different types of bankruptcy are:

- Chapter 7 – Liquidation. A trustee takes possession of the property and sells it to pay creditors.
- Chapter 11 – Reorganization. Primarily a business under a court's direction. Usually involves full or partial payment of debts.
- Chapter 12 – Family Farmer. Repayment of debts over a period of time.
- Chapter 13 – Court-Approved Repayment. Individuals with regular income who are temporarily unable to pay their debts.

Beneficiary: In the case of a trust, the person for whose benefit the property is held.

Bill of Sale: A document signed by a seller releasing all of his interest in a vehicle to a buyer.

Boat: Any watercraft used or capable of being used as a means of transportation on water. It does not include float houses, inflatable air mattresses, single inner tubes, beach and water toys, and other non-motorized devices not designed or modified to be used as a means of transportation on the water.

Body Change: The body from one vehicle is attached to the frame of another vehicle.

Bonded Title: A branded title secured by a bond or cash deposit that is issued when the applicant cannot provide adequate ownership documentation to qualify for a normal title to a vehicle typically less than 10 years old. The title displays the brand “BONDED, BOND RELEASE DATE MM/DD/YY”.

Border Town: A town near the state border where an individual may have an out-of-state mailing address but may physically reside in Idaho.

Brand: A description on a certificate of title, as determined by the department or the equivalent agency of another jurisdiction, which indicates and advises future owners and interested parties that:

- a) The vehicle has or has had a relevant physical condition, modification, construction, alteration or history of use; or
- b) Past or present ownership of the vehicle could not be clearly established to the satisfaction of the department or the equivalent agency of another jurisdiction.

Cab Change: The cab from one vehicle is attached to the frame of another vehicle. This typically occurs with pickups and some other types of trucks.

Certificate of Title: The legal ownership document for a vehicle or vessel which displays owners and recorded lienholders.

Conditional Title: A branded title certificate which displays the brand, “ISSUED ON THE STATEMENT OF AN APPLICANT, BRAND EXP MM/DD/YY”. Issued for vehicles 10 or more years old when the applicant is unable to provide sufficient ownership documentation to qualify for a normal title.

Conservator: A person or institution designated to take over and protect the interests of an incompetent person.

Converter Dolly: A commercial unit with single or double axles, a frame, and a fifth wheel attachment to accommodate a trailer. (When a tractor is pulling multiple trailers, only the first trailer can attach to the tractor. A converter dolly is necessary to allow a second or third trailer to be drawn.)

Courtesy Stop: A "stop" immediately placed on a title record per a telephone request that remains in place for five days and bridges the gap between the telephone call and receipt of the written request and fee.

Courtesy Tow: The term used when a law enforcement officer calls for a tow on behalf of the owner. The officer acts for the owner in placing the call, as opposed to directing the tow under the authority of abandoned or impounded vehicle laws.

Dealer: A person who buys, sells, or exchanges five or more vehicles in any one calendar year.

Document Number: A ten-digit number placed on title documentation and displayed on Idaho titles prior to approximately 1990, which signifies the year and Julian date the application was "stamped in", the title type, batch number, and sequence number within the batch.

Documented Vessel: A vessel over 5 net tons in size typically used in fishing activities on navigable waters of the U.S. or Exclusive Economic Zone or used for coastwise trade and documented by the U.S. Coast Guard (a national form of registration).

Drug Seizure: A seizure by local, state, or federal law enforcement officials of a vehicle or vessel being used in illegal drug trafficking.

Duplicate Title: A replacement title issued when the previous title has been lost or mutilated or has become illegible. Only the person named as owner or lienholder of record on the previous title or their documented agent can apply for a duplicate.

Exception Letter: A rejection letter produced by the Idaho Transportation Department when the documents submitted to obtain a title do not adequately meet title requirements.

Flooring Company: A lending institution that finances the dealer's purchase of vehicles from the manufacturer. (The term "floor" comes from the fact that the vehicles are then put on the showroom floor.) The dealer gradually pays off the loan as the vehicles are sold.

Flooring Repossession: Vehicles repossessed from a dealer's stock when his business has failed to repay its loan from the financial agency that floored (financed) the vehicles.

Foreign Vehicle: A vehicle with primary ownership documentation from another country, but the vehicle was built for use in the United States and meets U.S. safety and environmental standards.

Glider Kit: A kit created by a manufacturer of large trucks, consisting of a frame; a cab complete with wiring, instruments, fenders, and hood; and front axles and wheels, used to rebuild a truck.

Grey Market Vehicle: A foreign-made vehicle not built for sale in the United States, so it is not equipped to meet U.S. safety and environmental standards.

Guardian: A person designated to take care of another person or the property of another person.

Highway: Public roadways including the entire width of the right-of-way from property line to property line.

Hull Identification Number (HIN): A unique serial number given to a vessel by the manufacturer for identification purposes.

Immigration Seizure: A seizure of a vehicle or vessel by the U.S. Immigration and Naturalization Service or another law enforcement agency from an illegal alien or someone trafficking in illegal aliens.

Impounded Vehicle: A vehicle taken into possession by a city, county, or state law enforcement agency for any legal reason except abandonment, a seizure to pay debts or taxes, or a drug seizure.

In-Between Owner: A person without a dealer's license who attempts to transfer a vehicle or vessel without titling it in his name.

Example: Joe Jones has a vehicle titled in his name. He sells it, signs off the title, and releases it to Frank Smith. Frank Smith never titles the vehicle in his name and sells it to Bob Boone. Bob Boone applies for a title in his name. Frank Smith is referred to as the in-between owner.

Indemnifying affidavit (ITD-3410): An affidavit which states that the described vehicle/vessel is free from all liens and encumbrances, except as set forth in the application for Idaho Certificate of Title. The affiant warrants and defends the title and defends ITD, regardless of the outcome, from responsibility for expenses of and against all suits, actions, claims, losses, or assertion of claims. An indemnifying affidavit typically must be completed by a title applicant who has acquired a vehicle as a result of a transfer by operation of law such as by bankruptcy, lien sale, sheriff's sale, etc. In these situations, the applicant sets forth his right to ownership and possession of the vehicle in the affidavit.

Judgment: A legal decision given by a court in the form of a Court Order awarding damages or a vehicle to a plaintiff.

Junked Vehicle: A vehicle that has been dismantled, wrecked, or changed in such a manner that it is not operable as a motor vehicle. It has value as parts or scrap only and will never be restored to an operating vehicle (the owner has surrendered the title to ITD for cancellation per *Idaho Code 49-516*).

Late-Filing Penalty: A \$20.00 fee charged when someone applies for title more than 30 days after either acquiring the vehicle, or after entering Idaho if acquired in another jurisdiction. (This fee was developed to serve as an educational tool to encourage purchasers to title a vehicle in a timely manner so they and subsequent owners will not have to suffer from such negligence in future transactions involving vehicles. Complicated titling problems are created when people fail to title vehicles in their name in a timely manner, making it difficult, if not impossible, to resolve problems and establish correct ownership in the future.)

Lent Collateral: Property that is loaned as collateral for the borrower's loan.

Example: Mr. Smith agrees to put up his vehicle as collateral for Mr. James' loan. The bank files Mr. Smith's title with his name as owner and the bank's name as lienholder. If Mr. James does not repay the debt, the bank requires Mr. Smith to pay the remaining amount. If Mr. Smith cannot pay, the bank will repossess the vehicle.

Levy: A sheriff levies a vehicle when he has seized it or otherwise taken physical control of it. The date property was levied upon is identified in the Sheriff's Return of Writ of Execution.

Lien: Security interest in a vehicle recorded on a title by a lender.

Lien Assignment: One lienholder contractually assigns an existing lien to another lienholder.

Life Estate: A legal means for one person to pass title of a manufactured home to others while retaining control of the property as long as the life estate person lives. Used primarily to avoid inheritance taxes on manufactured homes.

Log Jammer and Loader: Logging units permanently mounted on load carrying vehicles consisting of equipment specifically designed for log jamming and loading (not designed to carry a load except the log jamming or loading equipment).

Low-Speed Vehicle (LSV): A low-speed vehicle (LSV) is a self-propelled, four-wheeled motor vehicle which conforms to the definition and requirements of federal motor vehicle safety standards for low-speed vehicles under federal regulations at 49 CFR part 571. An LSV shall be titled, registered and insured according to law as provided respectively in chapters 4, 5 and 12, title 49, Idaho Code, and shall only be operated by a licensed driver. Operation of an LSV on a highway shall be allowed as provided in section 49-663, Idaho Code.

Manufacturer's Certificate of Origin (MCO) or Manufacturer's Statement of Origin (MSO): A document issued for a new vehicle by the manufacturer as proof of ownership.

Mechanic's Lien: See Possessory (Mechanic's) Lien.

Manufactured Home: A structure constructed after June 15, 1976 in accordance with the HUD manufactured home construction and safety standards, transportable in one (1) or more sections, which, in the traveling mode, is eight (8) body feet or more in width **or** is forty (40) body feet or more in length, **or** when erected on site, is three hundred twenty (320) or more square feet, and which is built on a permanent chassis and designed to be used as a dwelling with or without a permanent foundation when connected to the required utilities, and includes the plumbing, heating, air conditioning, and electrical systems contained therein. Such term shall also include any structure which meets all the requirements of this paragraph except the size requirements with respect to which the manufacturer voluntarily files a certification required by the Secretary

of Housing and Urban Development and complies with the standards established under 42 U.S.C. section 5401 et seq.

Mobile home: A factory-assembled structure (or structures) generally constructed prior to June 15, 1976, and equipped with the necessary service connections and made so as to be readily movable as a unit or units on their own running gear and designed to be used as a dwelling unit or units with or without a permanent foundation.

Moped: A limited-speed, motor-driven cycle having both motorized and pedal propulsion that is not capable of propelling the vehicle at a speed in excess of 30 mph on level ground with two or three wheels contacting the ground during operation. If an internal combustion engine is used, the displacement shall not exceed 50 cubic centimeters and the moped shall have a power-driven system that functions directly or automatically without clutching or shifting by the operator after the drive system is engaged.

Motor Home: A vehicle designed to provide temporary living quarters built into an integral part of or permanently attached to a self-propelled motor vehicle chassis with at least **four** of the following facilities:

- Cooking facilities
- Refrigeration or ice box
- Self-contained toilet
- Heating and/or air conditioning
- Potable water supply system, including a faucet and sink
- Separate 110-125 volt electrical power and/or LP-gas supply

Motor Vehicle Investigator: An ITD employee who deals with problems involving dealers and vehicle titles.

Motorcycle/Motorbike: Any motor vehicle with a seat or saddle designed to travel with no more than three wheels on the ground. Also see Off-Road Vehicle below.

Neighborhood Electric Vehicle (NEV): A self-propelled, electrically-powered, four-wheeled motor vehicle which is emission free and conforms to the definition and requirements for low-speed vehicles as adopted in the federal motor vehicle safety standards for low-speed vehicles under federal regulations at 49 CFR part 571.

Non-revocable Declaration: An outdated term referring to a declaration made by the owner stating that a mobile/manufactured home was permanently affixed to a foundation on land.

Odometer: A mechanical or electronic device on a motor vehicle displaying the distance a vehicle has traveled.

Off-Road Vehicle: A vehicle manufactured for off-road use (e.g., motorcycles/ motorbikes, ATVs, and snowmobiles).

Omitted Title: A record created when a manual title which does not appear on the current titles database is entered into that database.

One-and-the-Same Statement: A statement certifying that multiple name/signature variations appearing in title documentation represent the same party.

Order of Abandonment: An order issued by a bankruptcy trustee whereby the trustee "abandons" it from the bankruptcy estate, typically when the vehicle is not valuable enough to contribute substantially to payment of a bankrupt person's debts.

Paperless Title: An electronic title generated without a corresponding hard-copy certificate.

Park Trailer: As defined under *Idaho Code 49-121(d)*:

A trailer designed to be towed by a motorized vehicle, and of such size and weight as not to require a special highway movement permit. It is designed for seasonal or temporary living quarters and may be connected to utilities necessary for operation of installed fixtures and appliances. It is built on a single permanent chassis and constructed to permit set up by persons without special skills.

Permission Statement: A statement made by one individual authorizing another individual's name to appear on the first individual's title.

Possessory (Mechanic's) Lien: A lien held by a person who towed, repaired, and/ or stored a vehicle for someone else but has not been paid the charges and still has possession of the vehicle.

Posted Property: Real property that has a sign posted on or near it that meets all of the following conditions:

- It is in a conspicuous location.
- It is in large print.
- It specifies that unauthorized vehicles will be removed at the owner's expense.
- It designates the name of the towing firm.

Power of Attorney (POA): An instrument authorizing another individual or firm to act as one's agent or attorney.

Primary Ownership Document: The required principal document relied upon as proof of ownership of a vehicle. This document is issued to or assigned to the person claiming ownership.

Public Assistance Lien: An automatic lien held by a county or the State Department of Health and Welfare (DHW) under *Idaho Code 45-1901 or 31-3504* for financial assistance provided to an individual to cover medical expenses.

Race Car: A vehicle used primarily for racing at race tracks (typically transported on a trailer or truck from one race track to another).

Rebuilt Salvage Vehicle: A vehicle previously declared "Salvage", that that has been rebuilt or repaired using like make and model parts and visually appears as a vehicle that was originally constructed under a distinctive manufacturer.

Reconstructed or Repaired Vehicle (Prior to 7/1/08): Every vehicle that has been rebuilt or repaired using like make and model parts and visually appears as a vehicle that was originally constructed under a distinctive manufacturer. This includes a salvage vehicle which is damaged to the extent that a "reconstructed vehicle" or "repaired vehicle" brand is required, and other vehicles which have been reconstructed by the use of a kit designed to be used to construct an exact replica of a vehicle which was previously constructed under a distinctive name, make, model or type by a generally recognized manufacturer of vehicles. A glider kit vehicle is not a reconstructed vehicle.

Reconstructed Vehicle: (As of 7/1/08): A vehicle which has been reconstructed using existing, original parts together with parts from a kit designed to be used to construct an exact replica of a vehicle which was previously constructed under a distinctive name, make, model or type by a generally recognized manufacturer of vehicles. A glider kit vehicle is not a reconstructed vehicle.

Release of Interest Statement: A document signed by an owner releasing all of his interest in a vehicle.

Release of Liability (ROL) Statement (ITD 3858): A signed document protecting a motor vehicle owner from liability for the death of or injury to a person or damage to property resulting from negligence in the subsequent operation of the motor vehicle after it has been transferred to another party.

Repaired Vehicle: A vehicle declared salvage after July 1, 1994, with only one damaged major component part needing repair or replacement. After the vehicle has been repaired, it is presented to the Motor Vehicle Investigator for attachment of a Repaired Vehicle decal.

Replica-Reconstructed Vehicle: A vehicle that has been reconstructed by the use of a kit designed to be used to construct an exact replica of a vehicle that was previously constructed under a distinctive name, make, model, or type by a generally recognized manufacturer of vehicles.

Replica Street Rod: A vehicle made to replicate any pre-1949 vehicles which has had a significant drive train update from a more modern vehicle. Changes may include engine, transmission, rear axle and other suspension components. The body will resemble the same as the manufacturer's original issue.

Replica Vehicle: A vehicle made to replicate any vehicle previously manufactured, using metal, fiberglass, or other composite matters. Replica vehicles must look like the original vehicle being replicated but may use a more modern drive train. At a minimum, replica vehicles shall meet the same federal motor vehicle safety and emission standards in effect for the year and type of vehicle being replicated, pursuant to Section 49-123(2)(n), Idaho Code.

Repossession: An act by a lien holder which is typically shown on the face of a title whereby the lien holder takes possession of a vehicle because the buyer defaulted on the loan payment.

Rescinded Sale: A transaction reversing the previous vehicle transfer whereby the seller and the purchaser place each other in essentially the same positions they were in prior to the transfer in terms of possession and ownership.

Resident: A person, whose domicile has been within Idaho continuously for a period of at least ninety (90) days, excluding a full-time student who is a resident of another state. A person, including a full-time student who has established a domicile in Idaho may declare residency earlier than ninety (90) days for vehicle registration, titling, driver's license and identification card purposes. Establishment of residency shall include a spouse and dependent children who reside with that person in the domicile. A domicile shall not be a person's workplace, vacation or part-time residence.

Rush Title: A title processed ahead of other title applications for an additional fee.

Salvage Certificate: A legal document used as evidence of ownership for a salvage vehicle.

Salvage Vehicle: A vehicle determined uneconomical to repair, but in such a condition that it can be rebuilt. As defined by *Idaho Code 49-123-15(m)*:

- Any vehicle damaged to the extent that the insurer, owner, or another person acting on behalf of the owner determines that the cost of parts and labor minus the salvage value makes it uneconomical to repair or rebuild.
- Any vehicle for which an insurance company has paid money or has made other monetary settlement as compensation for a total loss.

Sheriff's Sale: This occurs when a vehicle is sold under Writ of Execution, Writ of Restitution, or Warrant of Distrain to pay off the owner's debts.

Slow-Speed Vehicle (SSV): A multi-wheeled vehicle not designed to be operated on the highway [see Slow Moving Vehicles, IC 49-120(15)]. These vehicles have maximum speeds of less than 20 mph (32 kph) and are generally designed to carry two or more persons in (not on) the vehicle. These vehicles are not considered "motor vehicles" by the NHTSA. Vehicles included in this category are non-speed-modified golf carts.

Snowmobile: A motor vehicle used for traveling over snow, generally with steerable runners at the front and tractor treads at the rear. Also see Off-Road Vehicle above.

Souvenir Title: An old certificate of title that the Titles Unit stamps "Canceled" and returns to the owner to keep as a souvenir.

Specially Constructed Vehicle: Any motor vehicle that is homemade or put together from a kit or from parts of different vehicles and doesn't look like any known manufactured vehicle.

Specialty Off-Highway Vehicle: Any vehicle manufactured, designed, or constructed exclusively for off-highway operation that does not fit the definition of an all-terrain, utility type, or motor bike vehicle as defined in Idaho Code. These vehicles are not titled.

Statement of Facts: A Motor Vehicle Investigator's written statement documenting special situations or circumstances. The statement can be a separate document or included in the ITD Motor Vehicle Investigator Report (ITD-3598).

Statement of Intent to Declare a Manufactured Home Real Property: A document recorded by an owner of a mobile/manufactured home who is permanently affixing it to a foundation on land owned, being purchased, or leased by the homeowner.

Stop: An indication placed on a title record to temporarily prevent a new title from being issued.

Street Rod: Any pre-1949 vehicle that has had a significant drive train update from a more modern vehicle. Changes may include the engine, transmission, rear axle, and other suspension components. The body will be, or resemble, the same as the manufacturer's original issue after its first sale after manufacture.

Tax Seizure: A vehicle seized by government officials to be sold to pay the owner's state or federal taxes.

Tender: A vessel employed to attend other vessels or a vessel used to commute between shore and another ship.

Theft Recovery: A notation on a title indicating an insurance company had obtained the vehicle in settlement of a theft claim, and that the vehicle was not a salvage vehicle when recovered.

Total Loss Vehicle: A vehicle determined uneconomical to repair, for which an insurance company pays or makes other monetary settlement to the owner.

Tow Dolly: A vehicle towed by a self-propelled motor vehicle designed and used exclusively to transport another self-propelled motor vehicle. The front or rear wheels of the towed self-propelled motor vehicle are mounted on the tow dolly while the other wheels of the self-propelled motor vehicle remain in contact with the ground.

Transfer of Equity: See Assumption.

Transitional Ownership Document or TOD (ITD-3901): A document designed to help dealers and lienholders perfect a lien within 30 days of a sale when the primary ownership document is not available to file within 30 days.

Trust: A right of property, real or personal, held by one party for the benefit of another.

Trustee: A person responsible for the property held in trust.

Utility Type Vehicle (UTV): Any recreational motor vehicle other than an ATV, motorbike or snowmobile as defined in section 67-7101, Idaho Code, designed for and capable of travel over designated roads, traveling on four (4) or more tires, maximum width less than seventy-four (74) inches, maximum weight less than two thousand (2,000) pounds, or having a wheelbase of one-hundred ten (110) inches or less. A utility

type vehicle must have a minimum width of fifty (50) inches, a minimum weight of at least nine-hundred (900) pounds, or a wheelbase of over sixty-one (61) inches. A utility type vehicle does not include golf carts, vehicles specially designed to carry a disabled person, implements of husbandry as defined in section 49-110(2), Idaho Code, or vehicles otherwise registered under title 49, Idaho Code.

Van Conversion: A factory-made van with alterations by a second stage manufacturer (but does not qualify as a motor home).

Vehicle Identification Number (VIN): A unique serial number given to a vehicle by the manufacturer for identification purposes.

Vehicle Identification Number Affidavit of Inspection (ITD-3403): A form signed by an authorized inspector verifying the authenticity and accuracy of a motor vehicle's identification number.

Vessel: See Boat.

VIN Inspection: Certification of a vehicle's identification number and description (make, year, etc.) by anyone authorized to perform inspections.

Wheel-Mounted Equipment: A unit mounted on wheels that is not designed to carry other property or passengers, including cement mixers; generators; welders; tar buckets; air compressors; tow, converter, and axle dollies; portable toilet trailers; and other similar devices as determined by ITD.

Wholesale Dealer: A licensed Motor Vehicle Dealer who sells used vehicles to other licensed vehicle dealers.

ACRONYMS

<u>ACRONYM</u>	<u>MEANING</u>
ATV	All-Terrain Vehicle
CFR	Code of Federal Regulations
DHW	Department of Health and Welfare
DMV	Department of Motor Vehicles
DOT	Department of Transportation
EIN	Employer Identification Number
ELT	Electronic Lien and Title
EPA	Environmental Protection Act
FAA	Federal Aviation Administration
GVW	Gross Vehicle Weight
HIN	Hull Identification Number
HUD	Housing and Urban Development (Department of)
I.C.	Idaho Code
ID	Identification
IDAPA	Idaho Administrative Procedures Act
ITD	Idaho Transportation Department
ITRP	International Registration Plan
KPH	Kilometers Per Hour
LP	Liquid Propane
LSE	Lessee
LSR	Lessor
LSV	Low-Speed Vehicle
MCO	Manufacturer's Certificate of Origin
MPH	Miles Per Hour
MSO	Manufacturer's Statement of Origin
NEV	Neighborhood Electric Vehicle
NATB	National Automotive Theft Bureau
NHTSA	National Highway Transportation Safety Administration

NICB	National Insurance Crime Bureau
NVIS	New Vehicle Information Statement
P.R.	Personal Representative
POA	Power of Attorney
PSI	Pounds per Square Inch
ROL	Release of Liability
RV	Recreational Vehicle
SSN	Social Security Number
SSV	Slow-Speed Vehicle
TOD	Transitional Ownership Document
U.S.C.	United States Code
USC	Uniform Safety Code
UTV	Utility Type Vehicle
VIN	Vehicle Identification Number

CHAPTER 1



POLICIES AND PROCEDURES FOR STANDARD TITLE TRANSACTIONS

CHAPTER 1: POLICIES AND PROCEDURES FOR STANDARD TITLE TRANSACTIONS

This chapter is designed to provide information and instructions for standard title transactions. The information reflects ITD's current title policies and procedures.

If you are unable to locate the desired information in this chapter or would like clarification, please call ITD at (208) 334-8663.

1.1 TITLING FUNDAMENTALS

Fulfilling your responsibilities to obtain titles for your customers can be frustrating if you do not know some fundamental rules beforehand. Though the following questions may seem elementary, it is important for you to know the answers before completing your first title application.

What is a certificate of title?

It is a legal document evidencing ownership of a vehicle.

What vehicles or vessels are titled in Idaho?

Generally, any vehicle operating on public highways must be titled, as well as others listed below:

- Passenger cars
- Trucks (utility, commercial, motor homes)
- Motorcycles
- Trailers (utility, boat or transport, \geq 2,000 lbs, all recreational regardless of weight)
- UTVs
- NEVs
- LSVs
- Log loaders and log jammers
- Cranes
- Drilling rigs
- Snowmobiles
- ATVs and off-road motorbikes
- Any vessel that meets the 2000/2000 Rule
 - Purchased on or after 1/01/2000, and
 - 2000 model year or newer, and
 - Has either a permanently attached mode of propulsion, e.g. inboard, inboard/outboard, sailboats, personal watercraft, or
 - It is non-exempt and $>$ 12 feet in length, e.g. 13 foot outboard. If a boat has a transom and can be used with either an outboard motor or oars for propulsion, apply the department's "highest use" principle, and classify it as an outboard motorboat. Therefore, if a dealer sells a fishing boat over 12' long without a motor, they still need to file a 502 to have it titled.
- Any non-exempt vessel financed on or after 1/01/2000 must be titled to perfect the lien.

Under what circumstances must the Report of Sale and Application for Certificate of Title be prepared and

For Idaho dealers, an application must be prepared whenever a vehicle is retailed to an Idaho resident.

filed?

For financial agencies, the application should be prepared whenever a vehicle is financed for an Idaho customer and an Idaho dealer **did not** sell the vehicle.

Dealer and financial agencies are responsible for filing applications they have prepared. In the case of a dealer sale, the dealer may give the **prepared application** to the lien holder for filing, if the lien holder so desires, but this does not relieve the dealer from his responsibility to ensure that the application is filed in a timely manner.

If you have an existing Idaho title, do not prepare the application form when you are simply recording a lien, discharging a lien, adding a name, dropping a name, making a correction, or processing a transfer on a used mobile home or manufactured home with an existing Idaho title.

Within what time period must a title application be filed?

By Idaho law, a title application must be filed within thirty (30) days of date of delivery of the vehicle. Federal bankruptcy laws indicate that an application recording a lien must be filed within thirty (30) days of the sale in order for the lien to be secured.

Where can title applications be filed?

Title applications may be filed with the county assessor auto licensing office.

What document requirements must be met before a title application is filed?

For each application, you should have the following:

- **A primary ownership document** (one of the following):
 - A Manufacturer's Certificate of Origin (MCO), or
 - A Manufacturer's Statement of Origin (MSO).
 - A title (Idaho or out of state).
 - A registration (if from a non-titling jurisdiction like British Columbia or Alberta, or if from a state such as New York that does not title vehicles past a certain age). An indemnifying affidavit is always required when a registration is the primary ownership document.
 - SF 97 issued by the federal government GSA program.
 - A salvage certificate or other salvage document that indicates the previous primary ownership document was canceled.
- **Releases of interest from all previous owners.** Previous owners include registered owners, lien holders, and dealerships, including yours if you are a dealer. Releases may be in the form of:
 - A signature from owner(s) on the primary ownership document.
 - A bill of sale (original or verified copy).
 - A release-of-interest statement (original or verified copy).

-
- A completed dealer reassignment form.

When an individual whose name is shown on a title is releasing his interest, he should sign his name exactly as it appears on the title. If it differs significantly, it will require a one-and-the-same statement (see Section 2.28, Names and Signatures). If two names appear on the title connected by "and," both parties must release their interest.

An original stamped signature is acceptable in lieu of an original regular signature for any titling purpose, including the release of an owner or lienholder or the signature of a judge on a court document.

If someone is releasing interest on behalf of a business, the business name should always accompany the signature.

Example: ABC Company by Albert B. Chapman

If someone is signing for someone else, the authority by which he is signing should be noted, i.e., "POA" for power of attorney, "P.R." for personal representative, etc.

Example: Pat Stelling by Lorraine Kiler, POA

- **No unauthorized intermediate owners.** Unless he has a dealer's license, no Idaho resident may buy and resell a vehicle without first titling it in his name. Therefore, if an individual has purchased a vehicle from someone other than the last titled owner, a dealer or an out-of-state resident, he cannot obtain a title in his name until his seller has first obtained a title in his name. Likewise, if a dealer has taken a vehicle in on trade from an Idaho resident, he will not be able to obtain a title in his customer's name unless the person who traded in the vehicle has titled it in his name.
- **A vehicle identification number affidavit of inspection.** This is necessary for all vehicles that do not have an Idaho title (i.e., new vehicles, vehicles titled out of state, etc.) By signing your application (ITD 0502, Report of Sale and Application for Certificate of Title), you are certifying that you have physically inspected the vehicle and that the VIN and descriptive data shown on your application are correct. If a dealer is applying for title in their personal name ITD recommends that you have someone else at the dealership sign for the dealership and VIN inspection.
- **Odometer disclosure(s).** This is required for the retail transfer of a new vehicle and for every transfer of a used vehicle. Exemptions include vehicles 10 or more years old, vehicles with 16,000 lbs. or more gross vehicle weight (GVW), and trailers. Disclosures may be entered on any one of the following:
 - The primary ownership document, if it is a "conforming"

document to National Highway Traffic Safety Administration Standards (see Section 2.30, Odometers). A secure reassignment form if there is no room for a disclosure on a conforming title.

- Secure Power of Attorney when the title is not available (held by lien holder) or lost.
- A separate disclosure statement when the title is nonconforming.
- The reading must not be lower than any previous reading unless the status is shown as "not actual" or "in excess of mechanical limits" (the odometer has "turned over" or "flipped"). If a previous disclosure indicates a status of "not actual" or "in excess of mechanical limits," the reading on the application cannot be declared as "actual" unless special requirements are met (see Section 2.30, Odometers).

- **Documents authorizing signatures.** Anytime someone signs for someone else, the original or verified copies of the authorizing documents are required. Typical examples include:

- Power of attorney
- Letters of testamentary
- Affidavit of inheritance

A verified copy is a copy verified to be a "true and correct copy of the original." The verifier must sign and date the statement, and list the business he represents. Original or verified copies of court documents appointing conservators, bankruptcy trustees, etc., should also be submitted when used as the authority for a signature.

- **Sales/Use tax requirements must be met.** Tax is due for all transfers unless an exemption applies. Either the appropriate amount of tax must be collected, or if an exemption is claimed, the exemption form must be completed and submitted.
- **Correct signatures and vehicle descriptions** must appear on all required documents. No document can be accepted unless it has been signed by the appropriate person(s), and the signatures are proper. (For more information on signatures, see the Names and Signatures section.) No documents can be accepted without proper vehicle description (year, make, and VIN), and the description is for the correct vehicle.
- **An application for title.** Be sure to check for the following:
 - All required fields have been completed.
 - All information can be easily read, especially the VIN.
 - Any brand on the title has been listed.
 - The registered owner and lien holders listed on the application are spelled correctly and match those entered on other documents.
 - The complete and correct address has been listed.
 - You have signed.

-
- Your applicant has signed. Your applicant should sign exactly as his name was entered in the purchaser's section of the application. If two names are in the purchaser's section joined by "OR," only one applicant needs to sign. If their names are joined by "AND," both must sign.

Be sure your typewriter or printer is producing dark, legible print and the form is properly aligned.

- **A vehicle description on all required documents:**

- Always list a complete VIN.
- The year, make, model, and other descriptive data are also helpful.
- The VIN must match on all documents.

What if the application is for a duplicate title?

Check for the following:

- The applicant's signature is that of the **registered owner or lien holder of record**.

The applicant's **signature has been notarized by a licensed Notary Public**, or has been **witnessed by a County Assessor deputy** (ITD 3367). If a power of attorney is used to apply for a duplicate or duplicate with transfer of ownership the power of attorney must also be notarized

What about financial agencies that are simply submitting a title to record a lien?

Make sure:

- The previous lien has been released.
- Your correct and complete business name and address is listed for the new lien.

How should errors on title documents be corrected?

DO NOT ERASE, WHITE OUT, OR OTHERWISE OBLITERATE THE INCORRECT INFORMATION! Treat title document corrections as follows:

- **Title Application:** If there is a complete change in registered owner names, i.e., applicants listed on the application for the wrong vehicle, void the application and prepare a new one. Keep all copies of the voided application in your files.

For all other corrections, line out the incorrect information with a single line, enter the correct information, and initial the change. If you are not the person who signed as the preparer of the application, sign your complete name by the correction, and list your business name.

- **MCOs, MSOs, Titles, Bills of Sale, etc.:** If you have made a typographical error, line out the incorrect information, enter the correct information, and initial it.

If you have made a substantial error, i.e., you entered the wrong

owner or lien holder name, line out the incorrect information, and either enter the correct information above the lined out information, or if you have a title, MSO, or MCO, complete the next assignment. Also, submit a statement of correction with a detailed explanation for the correction.

If someone else has entered an incorrect owner or lien holder name on a title document, obtain a release-of-interest statement from the party whose name was eliminated.

If the name and signature for an owner appear significantly different so that one may reasonably question whether or not the same person is represented by the varied name/signature entries, submit a one-and-the-same statement with the application (see Section 2.28, Names and Signatures).

Remember: No one in Idaho, other than dealers licensed with ITD, may transfer a vehicle without first titling the vehicle in their name.

- Powers of Attorney

Major alterations to the grantor's or appointee's name or to the vehicle description (especially the VIN) void the document. A new Power of Attorney must be completed.

1.2 THE TITLING PROCESS

Any dealer sale to an Idaho resident carries with it the obligation for the dealer to provide the customer with a certificate of title in the customer's name. A financial institution takes on that same responsibility when they collect the sales tax on a private transaction they are financing. Gaining an understanding of the overall title process will help you accomplish this task. The following sequence of events should usually occur in the titling of a vehicle:

1. The retail dealer or financial institution (*wholesale dealers are not authorized to have these forms*):
 - a. After the previous owner completes their release on the title and assigns to the dealer they sold to, the dealer completes the assignment and odometer disclosure on the title (for used vehicles) or on the Manufacturer's Statement of Origin or the Manufacturer's Certificate of Origin (pertains to dealers only for new vehicles).
 - b. Completes an ITD 0502, Report of Sale and Application for Certificate of Title (Exhibit 1-1).
 - c. Collects the title fee and sales tax.
 - d. Completes the fourth copy of the application (Exhibit 1-2) with a black grease pencil or crayon and places it on the left side of the rear window of the vehicle (72-hour permit).
 - e. Files the **yellow** copy and all copies of any voided applications, which should be kept for audit purposes for the current year plus 2 years.
 - f. Submits the **white** original copy, title fee, title or MSO (or MCO) and other supporting documents to the county assessor or ITD within 30 days after delivery of the vehicle. The date the county receives the paperwork will be the recorded date and time for securing the lien.
2. Documents are submitted to the local county Assessor or the DMV Processing Center in Boise where they:
 - a. Enter the vehicle, new owner, lien holder, and sales tax information on the pending database, creating a bar-coded application/receipt.
 - b. Return the second copy of the transmittal/receipt to the submitting dealer or financial institution. If a (ITD 3204) transmittal is submitted with a self-addressed stamped envelope, a dated receipt copy will be returned.
 - c. Forward the original application and supporting documents to ITD.
3. An ITD title examiner:
 - a. Examines the application to make sure the correct documents have been submitted, information is complete, and the information on the documents and the pending database is consistent. If more information or documentation is needed, the examiner drafts a rejection letter requesting the information from the applicant.
 - b. Sends a rejection letter, if required, to whoever submitted the application to Vehicle Services (dealer, bank, assessor, etc.) along with the application and supporting documents.
If no rejection letter is required, the title information is moved from the pending to the current title database, and a new title is either printed or transmitted electronically to any recorded lienholder participating in Idaho's electronic lien and title (ELT) program.
4. The ITD Audit Desk:
 - a. Reconciles the newly issued title or electronically transmits certificate or electronic title with the supporting documents.
 - b. Mails any new paper title to the lien holder (when there is a lien holder) or mails the title certificate to the applicant (when there is no lien holder).
5. The ITD Imaging Center
 - a. Images the application and supporting documents.
 - b. Shreds the documents.

Exhibit 1-1



Report Of Sale And Application for Certificate of Title

This is not a Certificate of Title

ITD 0502 (Rev. 08-14)

Supply # 01-807050-1

Control Number

C0xxxxxxxx

- Must be Legible - Idaho Transportation Department - Division of Motor Vehicles

Any previous liens on the trade-in vehicle that is listed on this application for title will be satisfied in full by the dealer within 10 business days unless the owner relinquishing possession has signed below.

I, the owner relinquishing possession, acknowledge that I am responsible for satisfying all liens within 10 business days (Idaho Code 49-1609A)

X (Field 1)

☐ Rebuilt Salvage ☐ Previous State Brand ☐ Reconstruct ☐ Repaired ☐ Other (Field 2)

Section 1 Vehicle/Vessel Description	Previous Idaho Title No. (Field 3)		1st Vehicle or Hull Identification No. (Field 4)			2nd VIN If Assigned (5)		
	Year (6)	Make (7)	Body Type (8)	Model (9)	Description (10)	Color (Primary/Secondary) (11)		
	Fuel Type (12)	Wheel Base (13)	Weight (14)	Length (15)	Width (16)	Hull Material (17)	Horsepower (18)	Propulsion (19)
	Odometer Reading (20)		Odometer Status <input type="checkbox"/> Actual <input type="checkbox"/> In Excess <input type="checkbox"/> Not Actual <input type="checkbox"/> No Device <input type="checkbox"/> Exempt		Odometer Reading Date (21)	Previous State (22)	Previous State Brand (23)	Previous State Title No. (24)
	Type of Sale <input type="checkbox"/> New <input type="checkbox"/> Used <input type="checkbox"/> Demo <input type="checkbox"/> Courtesy Delivery <input type="checkbox"/> Lease <input type="checkbox"/> Rental	(25)						

Section 2 Owner/Purchaser - Owner	Owner #1 Full Legal Name (Last, First, Middle) or Business Name (26)		<input type="checkbox"/> Or <input type="checkbox"/> And <input type="checkbox"/> LSR <input type="checkbox"/> DBA	Idaho Driver's License Number or SSN / EIN if Business (27)
	Owner #2 Full Legal Name (Last, First, Middle) or Business Name (28)		<input type="checkbox"/> Or <input type="checkbox"/> And <input type="checkbox"/> LSR <input type="checkbox"/> DBA	Idaho Driver's License Number or SSN / EIN if Business (29)
	Owner #3 Full Legal Name (Last, First, Middle) or Business Name (30)		Idaho Driver's License Number or SSN / EIN if Business (31)	
	Physical Address of Owner's Current Legal Residence or Business (32)		City	State Zip+4
	Mailing Address if different from Owner's Current Legal Residence (33)		City (34)	State Zip+4

Section 3 Lienholder	Primary Lienholder Name (35)	Mailing Address	City	State	Zip+4
	Secondary Lienholder Name (35a)	Mailing Address	City	State	Zip+4

Section 4 Sales Tax Information	Dealer's Seller's Permit No. (36)	Lessor's Seller's Permit No. (37)	Delivery Date (38)
	Gross Taxable Sales Price (Include Taxable Fees) \$ (38)*		
	Rebates (Motor Vehicles Only) \$ (39)*		
	Adjusted Gross Sales Price \$ (40)*		
	Trade-In Allowance \$ (41)*		
	Net Sales Price \$ (42)*		
	Tax Collected \$ (43)*		
	<input type="checkbox"/> Tax Exempt - Enter the tax form number used (43a)		
	Trade-In Information		
	Year (44)	Make (45)	Body Type (46)

If motorcycle/motorbike, the FMVSS sticker is present ☒ Yes ☐ No

Section 5 Dealer/Agency Information	Dealer/Agency Name (50)		Idaho Dealer No. (51)
	Dealer/Agency Address (52)		Phone No. (54)
	City (53)	State	Zip+4
	I certify under penalty of perjury pursuant to the law of the State of Idaho that I have physically inspected the vehicle/vessel described in Section 1, and the VIN/HIN and date of this application are correct. I have identified the person(s) signing this application and witnessed their signature. I further certify that all information contained herein is true and correct to the best of my knowledge and belief. I also release all interest in this vehicle/vessel unless I am listed as lienholder or owner on this application for title.		
	Authorized Signature X (55)		

Section 6 Applicant's Signature	By signing below, I certify under penalty of perjury pursuant to the law of the State of Idaho to all of the following statements: that the vehicle/vessel described above is owned by me and I hereby make application for a Certificate of Title for said vehicle/vessel; that this vehicle/vessel will not be subject to a lien prior to receipt of the title unless indicated; that all information contained herein is true and correct to the best of my knowledge and belief; that this vehicle will be continuously insured as prescribed by Idaho Code 49-1229; and that the signature below is my true and legal signature.		
	Applicant's Signature(s) X (56)	Date X	Daytime Phone Number ()

Write - Idaho Transportation Department Copy

Exhibit 1-2



Report Of Sale And Application for Certificate of Title This is not a Certificate of Title

ITD 0502 (Rev. 08-14)
Supply # 01-807050-1
Control Number

Idaho Transportation Department - Division of Motor Vehicles

C0

**Display the Permit Below in the Rear Window for
Easy Reading by Law Enforcement Personnel**

Vehicle/Vessel Description	Previous Idaho Title No.		1st Vehicle or Hull Identification No.				2nd VIN If Assigned			
	Year	Make	Body Type	Model	Description		Color (Primary/Secondary)			
	Fuel Type	Wheel Base	Weight	Length	Width	Hull Material	Horsepower	Propulsion		
	Odometer Reading	Odometer Status <input type="checkbox"/> Actual <input type="checkbox"/> In Excess <input type="checkbox"/> Not Actual <input type="checkbox"/> No Device <input type="checkbox"/> Exempt			Odometer Reading Date	Previous State	Previous State Brand	Previous State Title No.		

This form is pre-numbered for audit control. Issue only one per vehicle sold.

In case of an error, write VOID on all copies and retain for audit purposes.

Fold the completed permit along the dotted line.

Place the folded permit in the lower corner of the rear window on the driver's side with the expiration date visible.

Fold on this line

For registration purposes, this permit **expires Seventy-Two hours** from the date of delivery to the customer (not including weekends or state holidays) for passenger vehicle or **unladen** commercial vehicle, if insured.

Copy 3 (Pink) must remain in the vehicle as the temporary registration receipt in conjunction with this permit.

Delivery Date	Delivery Time	Dealer Representative's Printed Name	Dealer/Agency Information	Dealer/Agency Name	Idaho Dealer No.
Representative's Signature				Dealer/Agency Address	Phone No.
Trade Name of Dealership or Financial Agency (Agent of the ITD)				City	State Zip+4

IDAHO

Month

Day

Year

IDAHO

EXPIRES

IDAHO

Print expiration date in the space provided above in two (2) inch letters with a Black Marker Only.

Write - Permit Copy

IDAHO

1.3 INSTRUCTIONS FOR PREPARING THE REPORT OF SALE AND APPLICATION FOR CERTIFICATE OF TITLE (ITD 0502 for example dated 5-10)

Field 1: Trade-In Vehicle Satisfaction of Previous Lien

Customer signs only if they are satisfying any previous liens on trade-in vehicle. The dealer is responsible to pay previous lien within 10 days unless the customer takes that responsibility.

Field 2: Brand Disclosure

Mark to disclose to the customer brands of Rebuilt Salvage, Reconstructed, Repaired, Prior Brand, or Other - with explanation.

SECTION 1: VEHICLE/VESSEL DESCRIPTION

Field 3: Previous Idaho Title Number

If you have an existing Idaho title, enter the title number exactly as it appears on the customer's title certificate. DO NOT advance the letter prefix. If you have an out-of-state title, a Manufacturer's Certificate of Origin (MCO), or a Manufacturer's Statement of Origin (MSO), do not make an entry in the title number field. The County Assessor or ITD will assign a number when they receive the application.

Field 4: First Vehicle or Hull Identification Number

Carefully enter the Vehicle Identification Number (VIN) or Hull Identification Number (HIN) that has been verified through an inspection of the vehicle. The chassis VIN on a motor home is entered in this field.

<p>Remember: When you complete a title application, you must physically inspect the vehicle's VIN or vessel's HIN if the vehicle/vessel is not currently titled in Idaho.</p>
--

Field 5: Second Vehicle Identification Number

This field is only used for the coach VIN on a motor home or when there are two VINs for a double-wide manufactured home.

Field 6: Year

This is the model year assigned to the vehicle by the manufacturer. On a motor home, use the model year assigned to the coach portion of the vehicle.

Field 7: Make

Enter the name of the make, i.e., Chevrolet, Ford, Dodge, etc.

Field 8: Body Type

Enter the body type of the vehicle, i.e., two-door, four-door, pickup, etc. Codes will be "BC" for Boat, Cabin; "BH" for Boat, House; "BO" for Boat, Open; and "OT" for Other Boat (e.g., SeaDoo, Jetski, Wet Bikes, etc.).

Field 9: **Model**

Enter the model that the manufacturer gave the vehicle, such as Taurus, Camry, Accord, etc. If the vehicle is a trailer, enter "TL." If the vehicle is a truck or motor home, enter "TK."

Field 10: **Description**

Miscellaneous descriptive information may be entered here, for example, "4WD" for four-wheel drive, "1/2 T" for half ton, "crew" for crew cab. Additionally, list names such as Silverado, Sierra, Aerostar, and Pathfinder for pickups, vans, or utility vehicles. For motorhomes, list the designated type (A, B, or C).

Field 11: **Color (Primary/Secondary)**

Enter the primary color of the vehicle. Also enter the secondary color when you have a two-tone vehicle.

Field 12: **Fuel Type**

This is required for all trucks. Valid entries include propane, diesel, gas, electrical, and special. You may use just the first letter if you wish (P, D, G, E, S).

Field 13: **Wheelbase**

This is required for all ATVs or UTVs

Field 14: **Weight**

Complete this field with the actual weight of any trailer or any ATV or UTV. If the vehicle is a truck, enter its gross weight in this field. Entries 1 T, 3/4 T, and 1/2 T are not valid for this field and should only be entered in Field 8: Description.

Field 15: **Length**

Complete this field on all trailers, boats, and motor homes.

Field 16: **Width**

Complete this field for all trailers, ATVs, and UTVs.

Field 17: **Hull Material**

This will be used when titling a boat. Codes will be "PL" for fiberglass/plastic, "ML" for metal, "WD" for wood and "OT" for other.

Field 18: **Horsepower**

This will be used when titling a boat.

Field 19: **Propulsion**

This will be used when titling a boat. Sail, Outboard (OB), Inboard (IB).

*Field
20:*

Odometer Reading

This field must be all numeric. List the number that appears on the odometer device.
DO NOT ENTER TENTHS.

Odometer Status

Check "ACTUAL" when the owner believes the reading reflects the actual number of miles a vehicle has traveled. When checking "ACTUAL," the current reading must be greater than zero. When there is an existing Idaho title record and you are using "ACTUAL," the current odometer reading must be greater than or equal to the previous reading.

Check "IN EXCESS" when the odometer has "turned over" or "flipped" and the vehicle has traveled a multiple of 100,000 more than the odometer indicates. For example, a reading of 20,000E indicates the vehicle has traveled 120,000 miles, 220,000 miles, or some other multiple of 100,000 in addition to the 20,000 miles shown.

Check "NOT ACTUAL" when the odometer has been repaired and not set to the actual mileage or if the odometer is broken.

Check "NO DEVICE" in this section if the vehicle has no odometer.

Keep in mind:

- If the previous status was "EXEMPT," the new designator must be "EXEMPT" or "NOT ACTUAL."
- If the previous status was "IN EXCESS," "NOT ACTUAL," or "EXEMPT," "ACTUAL" cannot be entered.

*Field
21:*

Odometer Reading Date

This field is required when the odometer status is "ACTUAL," "NOT ACTUAL," or "IN EXCESS." This should be the date the reading was declared.

*Field
22:*

Previous State

When you have an out-of-state title, enter the issuing state in this field.

*Field
23:*

Previous State Brand

This field is only used when a brand is noted on the out-of-state title, such as "SALVAGE," "REBUILT," "RECONSTRUCTED VEHICLE," etc.

*Field
24:*

Previous State Title Number

When you have an out-of-state title, enter its title number here, or California's plate number.

*Field
25:*

Type of Sale

Check the appropriate box(es) to indicate if a vehicle is being sold as new, used, a former demonstrator, a courtesy delivery, tax exempt (include tax exemption form), or leased (include lessor tax number). Add seller permit number if appropriate. If the ITD-0502 is an older version that does not have the spaces for Idaho Driver's License numbers, Social

Security Number or Employer Identification Number (EIN) and the vehicle is not leased or rented, so there is no Idaho sales tax permit number, enter Owner 1's Idaho driver license number, Idaho ID (Identification) card number, or social security number on the "Lease - Lessor's Idaho Sales Tax No" line. If Owner 1 is a business or trust, enter their EIN (employer identification number – federal taxpayer ID number) on this line. If there is an Owner 2, enter that person's Idaho driver license number, Idaho ID card number, or social security number on the "Rental - Idaho Sales Tax No" line.

SECTION 2: PURCHASER – OWNER

Field 26 Owner 1

List the last name first, then the first full legal name, followed by the full legal middle name. The FULL legal name must be entered. If "Jr.," "Sr.," or "2nd" is used, list it after the middle name. Do not use any social or military status indicators, such as "Mrs.," "Dr.," or any military rank.

Check "AND" if a second name is included and it is desired that the signatures of both parties be required to transfer the title. Both signatures will also be required on your application (Field 51 Applicant's Signature). Check "OR" if it is desired that the signature of either party is required to transfer the title.

If the vehicle is a leased vehicle, enter the lessor's name followed by "LESSOR" or "LSR," i.e., "ABC Leasing LSR."

If the vehicle is being titled by an individual "doing business as" a given business name, list the individual's name as instructed above and list "DBA" after it, i.e., "Smith, John L DBA." In this last case, the business should be entered in the "OWNER 2" field.

Field 27 Enter the Idaho Driver's License, Identification Card, Social Security Number, or EIN

If the customer has an Idaho Driver's License or Identification Card enter that number first. If they do not have either of these numbers, such as an Out of State Driver's License, then enter the Social Security Number. If the business is a Corporation, Company or a Trust list their Employers Identification Number (EIN). If the trust is non-interest bearing they may sign a certification of no EIN, ITD-3823. Indicate this form on the ITD 502 and attach the ITD-3823 to the ITD-502.

Field 28 Owner 2

If Owner 2 is an individual, use the same instructions for individuals listed under "OWNER 1." Enter the full legal name.

If the vehicle is a leased vehicle, enter the lessee's name, followed by "LESSEE" or "LSE," i.e., "Brown, Robert A LSE." If the vehicle is co-leased, place an "OR" after the first name and "LESSEE" or "LSE" after the second name.

Field 29 Idaho Driver's License, Identification Card, Social Security Number or EIN

Follow the same instructions as Field 27.

Field 30 Owner 3

Use this field for a third owner full legal name and information.

Field 31 Idaho Driver's License, Identification Card, Social Security Number or EIN

Follow same instructions as Field 27.

Field 32 Owner's Street Addresses

List the domicile address of "OWNER 1" (Field 26). List a post office box if there is one. If the vehicle is leased, the lessor's address must be listed on the address line.

Field 33 Mailing Address

If the mailing address is different from the domicile address, list the post office box if there is one. This should be the lessor address if it is a leased vehicle.

Field 34 City, State, Zip

Enter Owner 1's mailing address city, state, and zip code.

If an out-of-state address is entered, a comment must be noted. Acceptable comments are: STUDENT, MILITARY, HOME OFFICE, MOVED, LESSOR, IDAHO USE, or BORDER TOWN, FULL-TIME RV'ER, or DUCK VALLEY RESIDENT.

"STUDENT" indicates an Idaho resident is attending an out-of-state school.

"MILITARY" indicates an Idaho resident is stationed out of state in the military.

"HOME OFFICE" indicates the title is being mailed out of state to a home office though the vehicle is kept in Idaho and used by a branch office or district representative.

"MOVED" indicates an individual who was an Idaho resident at the time of purchase has moved or will move prior to the time a duplicate Idaho title is issued.

"LESSOR" indicates an out-of-state lessor is leasing to an Idaho resident.

"IDAHO USE" indicates an out-of-state resident owns Idaho property and keeps the vehicle or vessel in Idaho year-round.

"BORDER TOWN" indicates the owner lives in a town on the state border, and although the owner lives on the Idaho side, the entire town has addresses designating the other state.

"FULL-TIME RV'ER" indicates the owner has no established stationary home anywhere, but lives in an RV and has declared Idaho as his state of residence. They may use the out-of-state address of a relative, friend, or mail service for their mail.

"DUCK VALLEY RESIDENT" indicates the owner is a Nevada resident with a Nevada address, but lives on the Duck Valley Indian Reservation, so he has the ability to title and register his vehicle in Idaho.

SECTION 3: LIENHOLDER(S)

Field 35 Primary Lienholder's Name and Address

List the lienholder's name and address exactly as it is to appear on the title. Be sure to include the complete address, including the zip code, for mailing purposes. If the lienholder participates in our electronic lien program be sure to use the preferred address on the list provided in section 2.12 regarding Electronic Lienholders.

Field 35a **Secondary Lienholder's Name and Address**

List the lienholder's name and address exactly as it is to appear on the title. Be sure to include the complete address, including the zip code, for mailing purposes.

SECTION 4: SALES TAX INFORMATION

Enter all pertinent information regarding the collection of sales tax.

Field 36: **Sales Permit Number**

Enter the Idaho seller's permit number under which taxes are collected.

Field 37: **Delivery Date**

Enter the date the vehicle was delivered.

Field 38: **Gross Sales Price**

Enter the gross sales price (overall total before deductions).

Field 39: **Rebate** (Dealer Sales Only)

If the vehicle is new, enter any rebate given by the dealer or manufacturer.

Field 40: **Adjusted Gross Sales Price**

Subtract rebates from the gross sales price to arrive at the adjusted gross sales price.

Field 41: **Trade-In Allowance**

List amount allowed on any trade-ins. Remember trade-in allowances only apply to dealer sales. No trade-in allowance is offered for private-party transactions.

Field 42: **Net Sales Price**

Subtract any trade-in allowance from the adjusted gross sales price to arrive at the net sales price.

Field 43: **Tax Collected**

Apply the current rate to the net sales price (except for new mobile homes where you should apply the current rate to 55% of the net sales price).

Field 43a **Tax Exempt**

Check the box and enter the number of the sales tax exemption form used.

Field 44: Trade-In Year

List the year model of the trade-in vehicle/vessel.

Field 45: Trade-In Make

List the make of the trade-in vehicle/vessel, i.e., Ford, Dodge, etc.

Field 46: Trade-In Body Type

List the body type of the trade-in vehicle/vessel, i.e., two-door, station wagon, etc.

Field 47: Trade-In Model

List the model of the trade-in vehicle/vessel, i.e., Skylark, Spirit, Cougar, etc.

Field 48: Trade-In Vehicle or Hull Identification Number

When a trade-in was allowed, list the VIN or HIN of that vehicle/vessel.

.

Field 49 FMVSS

Check if the vehicle's Federal Motor Vehicle Safety Sticker was attached. If there is no FMVSS on a motorcycle, then it is off-road only and should be given a body code of Motorbike, MB. This is important to make sure the off-road bike is registered properly and the customer is not cited for an improper registration.

SECTION 5: DEALER/FINANCIAL AGENCY INFORMATION

Field 50: Dealer or Financial Agency Name

Enter the trade name of the dealership as it appears on the dealer license, or the name of the financial institution.

Field 51: Idaho Dealer Number

Idaho dealers should enter their Idaho dealer number.

Field 52: Dealer or Financial Agency Address

Enter the address of the dealership as it appears on the dealer license, or the address of the financial institution.

Field 53 List City

Enter the city of the dealership as it appears on the dealer license, or the city of the financial institution.

Field 54: Dealer or Financial Agency Phone No.

Enter the phone number so we may contact you regarding questions.

Field 55: Authorized Signature for Dealer or Financial Agency, Title, and Date

Enter your signature, title, and date signed. Your signature is your certification that you have identified the applicant and witnessed his or her signature. It also certifies that you have physically inspected the vehicle identification number and that **ALL** the information entered on the application is true and correct to the best of your knowledge.

SECTION 6: APPLICANT'S SIGNATURE

Have the applicant read the certification statement and verify all the information on the application **BEFORE** they sign the application.

Field 56: Applicant's Signature and Phone Number

Obtain the applicant's signature here. The applicant should be instructed to sign just as his name appears in Section 2 of the application.

Remember: If two names are listed in Fields 26 and 28 or 28 and 30 with "AND" checked, both signatures are required.

If the applicant is a business, the business name should appear with the signature and the title of the person who has signed.

The day time telephone number should be listed so we may contact the applicant regarding questions.

See the examples in Section 2.28, Names and Signatures, for those authorized to sign the application.

When the front of the form is complete, the dealer or financial institution:

1. Forwards the original application (WHITE copy), the MSO, MCO, or previous title, and all supporting documents either to the Title Processing Center with a transmittal or to the county assessor's office in the county in which the dealership or financial institution is located.

The original application (white copy) is the only copy accepted by ITD for issuance of a new title. (If this copy is lost, void all other copies and complete a new application form.)

2. Retains the YELLOW copy in numerical order for audit purposes.
3. Detaches the PINK copy and give to the purchaser. The 2010 version of the ITD-0502 should be kept in the vehicle since it is a temporary registration.
4. Ensure that the preprinted information is correct and complete on the fourth copy. The fourth copy of the 2010 version of the ITD-0502 is the window document with the 72 hour date printed in large numbers and is attached to the rear window of the vehicle. The vehicle information will automatically be printed along with the dealership information. It must be completed with the delivery date*, time, representative's printed name who is completing the form and their signature.

They will print the expiration date with a black marker in large clear numbers. This 72 hour date does not include weekend or state holidays.

The dealer or financial institution:

1. Enters the date and time of delivery to the customer.
2. Prints the name of the dealer or financial agency preparing the form.
3. Enters an authorized signature of the dealership or financial agency.

*This date will not always match the date the vehicle was sold.

4. Enters the expiration date of the permit with a **black grease pencil or crayon**.

The Expiration Date shown is to be 72 hours from the date of delivery to the customer, not including holidays and weekends. Print the expiration date in 1 1/2"- 2" numbers so it can be easily read by police officers. All single numbers must have a "0" in front of them (see Exhibits 1-1 and 1-2).

5. Explains the conditions of the permit to the purchaser.

When the WHITE temporary registration copy is presented to the new purchaser, confirm that they understand they have 72 hours to present this form to the county assessor for issuance of the registration and license plates, or for transfer of plates to this vehicle.

The new purchaser **MUST NOT DISPLAY** old license plates on the vehicle until the transfer has been completed at the assessor's office.

6. Present the PINK copy to the new purchaser and place the fourth copy of the newest ITD-502 in the rear window with the expiration date viewed from the rear outside of vehicle.

CAUTION

Make sure all information has been entered correctly and that all information and signatures are clearly legible on each copy. Title information will be entered from the white copy, and registration information will be entered from the pink copy or temporary registration.

Make sure that, if required, you have the vehicle physically inspected **BEFORE** ENTERING THE INFORMATION ON THE TITLE APPLICATION, and that the vehicle identification number and the vehicle description are correct.

Be sure the vehicle year, make, and identification number are consistent on all documents that you are submitting. If the vehicle identification number is not consistent and there appears to be a typographical error on the title, complete a VIN inspection form. If a more substantial VIN discrepancy occurs on a title document, any document other than the title should be replaced with one that displays the correct VIN. If the title has a significant error in the VIN, contact the issuing state to request a title correction.

1.4 PREPARING THE GOLDENROD IDAHO TITLE


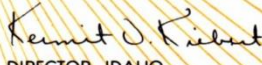
Step-by-step instructions for completing a transfer on the Idaho title (Exhibit 1-3).

- Line 1.* The Idaho title shall be released on Line 1 **on the back** of the title by the previous registered owner. The release is to be signed as the name appears on the face of the Idaho title and dated showing when the seller released their interest.
- Line 2.* If a lien is shown on the face of the Idaho title, a release must be entered by the lienholder on Line 2 of the title. The release must include the business name and the full signature of an individual who is authorized to sign for the business (initials are not acceptable). The date of the release should also be entered on Line 2.
- Lines 3 and 3A (Dealer Only).* At the time of acquisition, the dealer will enter the trade name of the dealership as shown on the application for the dealer license on Line 3. When the vehicle is sold, a person authorized to sign for the dealership must enter a full signature by the dealer name. He must then enter the Idaho dealer's license number and the date when the vehicle was sold. If the vehicle is sold to a second dealer, Line 3A must be completed in the same manner by the second dealer.
- Lines 4 and 4A.* When the vehicle is sold to a party other than a dealer, the new purchaser's name must be entered on Line 4 (and 4A if there are two or more names). The name(s) should be entered as it/they will appear on the title, and should be identical to the name(s) that will appear in Section 2 of the title application.
- Line 5.* Line 5 may be signed by the purchaser(s), but no signature is required when the title application is completed.

<p>The title application is required on all sales to Idaho residents except for mobile home sales when the mobile homes have existing Idaho titles.</p>

- Line 6.* The purchaser's street address, city, state and zip code should be entered on Line 6, along with the date of purchase.
- Lines 7 and 8.* If there is no lienholder on the vehicle, the word "none" should be entered on Line 7. If there is a lien, the lienholder's company name must be entered on Line 7 and the mailing address, city, state and zip code must be entered on Line 8.

Exhibit 1-3
NONCONFORMING GOLDENROD IDAHO TITLE

Certificate of Title of a Motor Vehicle					
IDENTIFICATION NUMBER		TITLE NO.			
MAKE	TYPE	YEAR	WGT. LENGTH MODEL OR DESCRIPTION		DATE ISSUED
<div style="display: flex; justify-content: space-between; align-items: center;"><div style="writing-mode: vertical-rl; transform: rotate(180deg);">AUDIT NO. 2264412</div><div style="text-align: center;"> SAMPLE</div><div style="writing-mode: vertical-rl; transform: rotate(180deg);">FORM NO. ITD-3517 (9-87)</div></div>					
LIEN HOLDER					
<small>I CERTIFY THAT THE OWNER NAMED HEREIN HAS BEEN DULY REGISTERED IN THIS OFFICE AS OWNER OF THE MOTOR VEHICLE HEREIN DESCRIBED PURSUANT TO TITLE 49, IDAHO CODE, AS AMENDED, SUBJECT TO THE LIEN OR LIENS SHOWN. ANY ALTERATIONS OR ERASURES WILL VOID THIS TITLE. ALL SIGNATURES ON THE REVERSE SIDE MUST BE MADE WITH PEN AND INK.</small>					
			<div style="display: flex; align-items: center;"><div style="flex: 1;"></div><div style="text-align: left; padding-left: 10px;">DIRECTOR, IDAHO TRANSPORTATION DEPARTMENT</div></div>		
STATE OF IDAHO					

ASSIGNMENT OR TRANSFER OF TITLE	
<small>THE IDAHO STATUTE PROVIDES THAT A CURRENT RATE SALES TAX MUST BE COLLECTED ON ALL VEHICLES PURCHASED BY IDAHO RESIDENTS.</small>	
REMARKS: _____	
PART I. ASSIGNMENT OR TRANSFER OF TITLE. DATE _____	
1. _____ SIGNATURE OF OWNER TRANSFERRING HIS INTEREST	
2. _____ SIGNATURE OF LIENHOLDER - RELEASING HIS EQUITY DATE _____	
PART II. ASSIGNMENT BY REGISTERED DEALER ONLY. DATE _____	
3. _____ SIGNATURE OF DEALER DEALER'S NUMBER _____	
3A. _____ NAME OF SECOND DEALER & COUNTERSIGNATURE OF PERSON SIGNING FOR DEALER	
DEALER NO. _____ DATE _____	
PART III. APPLICATION FOR TITLE BY PURCHASER. DATE _____	
4. _____ NAME OF NEW PURCHASER, LAST NAME FIRST (PRINT OR TYPE)	
4A. _____ 2ND PARTY, NEW PURCHASER, LAST NAME FIRST (PRINT OR TYPE)	
5. _____ SIGNATURE OF NEW PURCHASER	
6. _____ ADDRESS	
7. LIEN IN FAVOR OF _____	
8. ADDRESS _____	
STATE OF IDAHO	

1.5 PREPARING THE ORIGINAL BLUE IDAHO TITLE (ITD 3517) (1-88)

Step-by-step instructions for completing a transfer on the original blue Idaho title (Exhibit 1-4 at the end of this section).

- Line 1.* At the time of the sale, the current odometer reading shown on the vehicle must be entered on line 1. If the vehicle does not have an odometer, enter the notation "no device" on this line.
- Line 2.* One box must be checked, indicating if the odometer reading is actual, not actual, or in excess of 99,999 (check this box only if the reading exceeds the mechanical limits of the odometer device).
- Line 3a.* At the time of the sale, the owner to whom the title was issued enters a signature on line 3A to release interest in the vehicle. The date of the release should also be entered.
- Line 3b.* If a second owner appears on the title and if their names are joined by "and," they must enter a release on line 3b at the time of the sale. If the two names are joined by "or," the signature of the second individual is optional.
- Line 4.* If the title was issued with a first lien recorded, the first lienholder may release interest on line 4. The release must include the full signature of an individual who is authorized to sign for the business. The date of the release should also be entered on line 4.
- Line 5.* If the title was issued with a second lien recorded, the second lienholder may release interest on line 5. The release must include the full signature of an individual who is authorized to sign for the business. The date of the release should also be entered on line 5.
- Line 6a.* When the vehicle is sold to someone other than a dealer, the full name of the purchaser is entered on line 6a, last name first. If the titled owner sells the vehicle to a dealer, see instructions for line 15.
- Line 6b.* If two names are to appear on the new title, one box is checked to indicate whether "and" or "or" is to appear between the names. The second name is entered on line 6b, last name first.
- Line 7.* The complete mailing address of the purchaser is entered on line 7.
- Line 8.* If the vehicle is kept at an address other than that indicated on line 7, this address is entered on line 8.
- Line 9a.* The date of purchase is entered on line 9a.
- Line 9b.* The amount that the purchaser on line 6a paid for the vehicle may be entered on line 9b.
- Line 9c.* The odometer reading at the time of the sale to the purchaser on line 6a is entered on line 9c.
- Line 10a.* Line 10a may be signed by the purchaser, but no signature is required when the title application is completed and is signed by the purchaser.

<p>The title application is required on all sales to Idaho residents except for mobile home sales when the mobile homes have existing Idaho titles.</p>

- Line 10b.* Line 10b may be signed by a second purchaser, but the signature is optional unless purchaser names are connected by an "and," and a title application is not required.
- Line 11.* If a lien is to be recorded on the new title, enter the complete name of the lienholder on line 11. If no lien is to be recorded, enter the notation "NONE" on this line.
- Line 12.* If a lienholder appears on line 11, enter the lienholder's complete mailing address on line 12.
- Line 13.* If a second lien is to be recorded on the new title, enter the complete name of the second lienholder on line 13.
- Line 14.* If a second lienholder appears on line 13, enter this lienholder's complete mailing address on line 14.
- Line 15 (Dealer Only).* If the titled owner sells the vehicle to a dealer, the dealer name and dealer number must be entered at the time of the sale on line 15. When the dealer sells the vehicle, a release date and the signature of an authorized representative must be entered on line 15, along with the odometer reading (if the vehicle is not exempt from odometer disclosure).
- Line 16 (Dealer Only).* If the dealer on line 15 sells the vehicle to a second dealer, the name and dealer number of the second dealer must be entered on line 16. (If the dealer on line 15 sells the vehicle to someone other than another dealer, see instructions for line 6a.) When the second dealer resells the vehicle, a release date and the signature of an authorized representative must be entered on line 16, along with the odometer reading (if the vehicle is not exempt from odometer disclosure).
- Lines 17-21.* If the vehicle is subsequently reassigned to other dealers, complete lines 17 through 21 in the same manner as lines 15 and 16.

Exhibit 1-4

NONCONFORMING ORIGINAL BLUE IDAHO TITLE (1-88)

IDAHO					CERTIFICATE OF TITLE		
VEHICLE IDENTIFICATION NUMBER (VIN)					ODOMETER	COUNTY	TITLE NUMBER
2ND IDENTIFICATION NUMBER / MC ENGINE NUMBER					WEIGHT / LENGTH / WIDTH		DATE ISSUED
MAKE	TYPE	YEAR	MODEL	DESCRIPTION	OTHER PERTINENT DATA		
OWNER'S NAME AND ADDRESS					FIRST LIEN		
<div style="text-align: center; font-size: 4em; opacity: 0.5;">SPECIMEN</div>					Signature below releases the Lienholder's interest in the vehicle.		
					Signature _____ Release Date _____		
					4. X		
					SECOND LIEN		
1. The odometer reading of this motor vehicle upon sale is:					Signature below releases the 2nd Lienholder's interest in the vehicle.		
2. The odometer reading for this vehicle is:							
A. <input type="checkbox"/> the actual reading C. <input type="checkbox"/> not the actual reading					Signature _____ Release Date _____		
B. <input type="checkbox"/> in excess of 99,999					5. X		
SIGNATURE(S) BELOW RELEASE THE REGISTERED OWNER'S INTEREST IN THE VEHICLE. ALSO CERTIFIES UNDER PENALTY OF PERJURY THAT ANSWERS TO QUESTIONS 1 AND 2 ABOVE ARE TRUE AND CORRECT.							
SIGNATURE(S) OF REGISTERED OWNER(S)	Signature (Exactly As Shown Above)					Date	
	3a. X						
	Signature (Exactly As Shown Above)						
3b. X							
		I CERTIFY THAT THE OWNER NAMED HEREIN HAS BEEN DULY REGISTERED IN THIS OFFICE AS OWNER OF THE MOTOR VEHICLE HEREIN DESCRIBED PURSUANT TO TITLE 49, IDAHO CODE, AS AMENDED, SUBJECT TO THE LIEN OR LIENS SHOWN. ANY ALTERATIONS, ERASURES OR MUTILATIONS WILL VOID THIS TITLE. ALL SIGNATURES MUST BE MADE IN PEN AND INK.					
STATE OF IDAHO		<div style="text-align: right;"> Kenneth J. Kiebert Director, Idaho Transportation Department</div>					
AUDIT NO. 00000274							

Exhibit 1-4 (continued)

BACK OF ORIGINAL BLUE IDAHO TITLE

FOR TRANSFER TO NEW OWNER (BUYER)

TITLE 49, IDAHO CODE, mandates that Certificates of Title shall be filed with the department within ten (10) days after the delivery of such motor vehicle.

Please Print or Type Requested Information

BUYER

6a. Full Name(s) of NEW Registered Owner(s) (Last, First, Middle)			
6b. <input type="checkbox"/> and <input type="checkbox"/> or (Last, First, Middle)			
7. Street Address or P. O. Box Number		City	State Zip Code
8. Address Where Vehicle Is Kept		City	County
9a. Date of Purchase	9b. Purchase Price \$	9c. Odometer Reading at Purchase	
10a. Signature of New Registered Owner(s) X			
10b. Signature of New Registered Owner(s) X			
11. Name of 1st LIENHOLDER (If No Lien, Write NONE) Do Not Enter Name of Registered Owner(s) Above			
12. 1st Lienholder Address		City	State Zip Code
13. Name of 2nd LIENHOLDER			
14. 2nd Lienholder Address		City	State Zip Code

SALE OR REASSIGNMENT BY A LICENSED DEALER

DEALER ONLY

DEALER NAME	DEALER NO.	RELEASE DATE	DEALER AGENT SIGNATURE	ODOMETER READING
15.				
16.				
17.				
18.				
19.				
20.				
21.				

1.6 PREPARING THE CONFORMING IDAHO TITLE (ITD 3517) (7-90)

Step-by-step instructions for completing a transfer on the conforming Idaho title (Exhibit 1-5 at the end of this section).

LIEN RELEASES

1st Signature and Release Date Line. If the title was issued with a first lien recorded, the first lienholder may enter a release on this line. The release must include the full signature of an individual who is authorized to sign for the business. The date of the release should also be entered on this line.

2nd Signature and Release Date Line. If the title was issued with a second lien recorded, the second lienholder may enter a release on this line. The release must include the full signature of an individual who is authorized to sign for the business. The date of the release should also be entered on this line.

ASSIGNMENT OF TITLE

Name of Purchaser Line. When the vehicle is sold to a dealer or an individual, the full name of the dealership or individual (last name first) is entered on this line.

Address Line. The complete mailing address of the dealer or individual is entered in the appropriate spaces on this line.

Lienholder Line. If a lien is to be recorded on the new title, enter the complete name and mailing address of the lienholder in the appropriate spaces on this line. If no lien is to be recorded, enter the notation "none" on this line.

Odometer Reading Line. At the time of the sale, the current odometer reading must be entered by the owner on the face of the title on this line. If the mileage stated is in excess of mechanical limits, check box 1. If the mileage stated is not actual miles, check box 2. If the mileage stated is actual miles, do not check either box.

Date of Sale Line. Enter the date of purchase on this line.

Signature of Seller Line. At the time of the sale, the titled owner signs on this line to release interest in the vehicle. If a second owner appears on the title and the two names are joined by "and," the second owner must also sign.

Seller's Printed Name Line. The titled owner who released interest with a signature, prints their name on this line.

Signature of Buyer Line. At the time of the sale, the new purchaser signs on this line.

Buyer's Printed Name Line. The new purchaser prints their name on this line. If the purchaser is a company, the person signing the Signature of Buyer line must print their name.

REVERSE SIDE - DEALER REASSIGNMENTS FIRST RE-ASSIGNMENT BY DEALER

Name of Purchaser If a dealer is listed as the purchaser (face of title) and they sell the vehicle, the full name (last name first) and the address of the dealer's retail or wholesale purchaser must


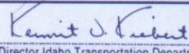
<i>Line (Dealer Only).</i>	be entered in the appropriate spaces on this line.
<i>Lienholder Line (Dealer Only).</i>	If a lien is to be recorded on the new title, enter the complete name and address of the lienholder in the appropriate spaces on this line. If no lien is to be recorded, enter the notation "none" on this line.
<i>Odometer Reading Line (Dealer Only).</i>	At the time of the sale, the current odometer reading must be entered by the dealer on this line. If the mileage stated is in excess of mechanical limits, check box 1. If the mileage stated is not actual miles, check box 2. If the mileage stated is actual miles, do not check either box.
<i>Printed Firm Name Line (Dealer Only).</i>	The dealer listed as purchaser (face of title) enters their dealership name, dealer number, and the date of sale in the appropriate spaces on this line.
<i>Signature of Dealer or Agent Line (Dealer Only).</i>	The signature and printed name of an authorized representative of the dealership must be entered in the appropriate spaces on this line.
<i>Signature(s) of Buyer(s) Line.</i>	The signature(s) and printed name(s) of the purchaser (if an individual) or an authorized representative (if the purchaser is a company) must be entered in the appropriate spaces on this line.

SECOND, THIRD, OR FOURTH RE-ASSIGNMENT BY DEALER

If the vehicle is subsequently reassigned to other dealers, complete each successive reassignment section in the same manner as for First Re-Assignment by Dealer, above.

Exhibit 1-5

CONFORMING IDAHO TITLE (7-90)

ITD-3517 7-90 01 8755 29-8		IDAHO		CERTIFICATE OF TITLE	
TITLE NUMBER		VEHICLE IDENTIFICATION NUMBER		OTHER PERTINENT DATA	
DATE PRINTED		VEHICLE IDENTIFICATION NUMBER			
YEAR	MAKE	BODY TYPE	MODEL		
DESCRIPTION			FIRST LIEN		
WEIGHT	LENGTH	WIDTH			
ODOMETER READING		ODOMETER READING DATE			
OWNER'S NAME AND ADDRESS		DATE ISSUED			
SAMPLE					
SIGNATURE			RELEASE DATE		
X					
SECOND LIEN					
SIGNATURE BELOW RELEASES THE LIENHOLDER'S INTEREST IN THE VEHICLE					
SIGNATURE			RELEASE DATE		
X					
 STATE OF IDAHO		I CERTIFY THAT THE OWNER HEREIN HAS BEEN DULY REGISTERED IN THIS OFFICE AS OWNER OF THE MOTOR VEHICLE HEREIN DESCRIBED PURSUANT TO TITLE 49, IDAHO CODE, AS AMENDED. SUBJECT TO THE LIEN OR LIENS SHOWN. ANY ALTERATIONS, ERASURES OR MULTILATIONS WILL VOID THIS TITLE. ALL SIGNATURES MUST BE MADE IN PEN AND INK.			
 Director Idaho Transportation Department					
ASSIGNMENT OF TITLE					
FEDERAL AND STATE LAW REQUIRES THAT YOU STATE THE MILEAGE IN CONNECTION WITH THE TRANSFER OF OWNERSHIP. FAILURE TO COMPLETE OR PROVIDING A FALSE STATEMENT MAY RESULT IN FINES AND/OR IMPRISONMENT.					
THE UNDERSIGNED HEREBY CERTIFIES THAT THE VEHICLE DESCRIBED IN THIS TITLE HAS BEEN TRANSFERRED TO THE FOLLOWING PRINTED NAME AND ADDRESS:					
NAME OF PURCHASER _____					
STREET _____ CITY _____ STATE _____					
LIENHOLDER _____ STREET _____ CITY _____ STATE _____					
I CERTIFY TO THE BEST OF MY KNOWLEDGE THAT THE ODOMETER READING IS THE ACTUAL MILEAGE OF THE VEHICLE UNLESS ONE OF THE FOLLOWING STATEMENTS IS CHECKED:					
<input type="checkbox"/> 1. THE MILEAGE STATED IS IN EXCESS OF ITS MECHANICAL LIMITS.					
<input type="checkbox"/> 2. THE ODOMETER READING IS NOT THE ACTUAL MILEAGE WARNING - ODOMETER DISCREPANCY					
ODOMETER READING NO TENTHS		DATE OF SALE _____			
SIGNATURE OF SELLER _____		SELLER'S PRINTED NAME _____			
I AM AWARE OF THE ABOVE ODOMETER CERTIFICATION MADE BY THE SELLER(S).					
SIGNATURE OF BUYER _____		BUYER'S PRINTED NAME _____			
TITLE 49, IDAHO CODE MANDATES THAT CERTIFICATE OF TITLE SHALL BE FILED WITH THE DEPARTMENT WITHIN THIRTY (30) DAYS AFTER DELIVERY OF SUCH MOTOR VEHICLE. FAILURE TO FILE WITHIN 30 DAYS WILL RESULT IN PENALTIES.					
ALTERATIONS WILL VOID THIS TITLE					
AUDIT NO. 00498679					

DEALER REASSIGNMENTS

▶ Federal and State law requires that you state the mileage in connection with the transfer of ownership. Failure to complete or providing a false statement may result in fines and/or imprisonment.

FIRST RE-ASSIGNMENT BY DEALER

The undersigned hereby certifies that the vehicle described in this title has been transferred to the following printed name and address:

NAME OF PURCHASER _____ STREET _____ CITY _____ STATE _____

LIENHOLDER _____ MAILING ADDRESS _____

I certify to the best of my knowledge that the odometer reading is the actual mileage of the vehicle unless one of the following statements is checked:

▶ ☐ 1. The mileage stated is in excess of it's mechanical limits
☐ 2. The odometer reading is not the actual mileage. **WARNING - ODOMETER DISCREPANCY**

ODOMETER READING
NO TENTHS

Printed Firm Name _____ Dealer No. _____ Date of Sale _____

Signature of Dealer or Agent _____ Seller's Printed Name _____

I am aware of the above odometer certification made by the seller(s)

Signature(s) of Buyer(s) _____ Buyer's Printed Name _____

SECOND RE-ASSIGNMENT BY DEALER

The undersigned hereby certifies that the vehicle described in this title has been transferred to the following printed name and address:

NAME OF PURCHASER _____ STREET _____ CITY _____ STATE _____

LIENHOLDER _____ MAILING ADDRESS _____

I certify to the best of my knowledge that the odometer reading is the actual mileage of the vehicle unless one of the following statements is checked:

▶ ☐ 1. The mileage stated is in excess of it's mechanical limits
☐ 2. The odometer reading is not the actual mileage. **WARNING - ODOMETER DISCREPANCY**

ODOMETER READING
NO TENTHS

Printed Firm Name _____ Dealer No. _____ Date of Sale _____

Signature of Dealer or Agent _____ Seller's Printed Name _____

I am aware of the above odometer certification made by the seller(s)

Signature(s) of Buyer(s) _____ Buyer's Printed Name _____

THIRD RE-ASSIGNMENT BY DEALER

The undersigned hereby certifies that the vehicle described in this title has been transferred to the following printed name and address:

NAME OF PURCHASER _____ STREET _____ CITY _____ STATE _____

LIENHOLDER _____ MAILING ADDRESS _____

I certify to the best of my knowledge that the odometer reading is the actual mileage of the vehicle unless one of the following statements is checked:

▶ ☐ 1. The mileage stated is in excess of it's mechanical limits
☐ 2. The odometer reading is not the actual mileage. **WARNING - ODOMETER DISCREPANCY**

ODOMETER READING
NO TENTHS

Printed Firm Name _____ Dealer No. _____ Date of Sale _____

Signature of Dealer or Agent _____ Seller's Printed Name _____

I am aware of the above odometer certification made by the seller(s)

Signature(s) of Buyer(s) _____ Buyer's Printed Name _____

FOURTH RE-ASSIGNMENT BY DEALER

The undersigned hereby certifies that the vehicle described in this title has been transferred to the following printed name and address:

NAME OF PURCHASER _____ STREET _____ CITY _____ STATE _____

LIENHOLDER _____ MAILING ADDRESS _____

I certify to the best of my knowledge that the odometer reading is the actual mileage of the vehicle unless one of the following statements is checked:

▶ ☐ 1. The mileage stated is in excess of it's mechanical limits
☐ 2. The odometer reading is not the actual mileage. **WARNING - ODOMETER DISCREPANCY**

ODOMETER READING
NO TENTHS

Printed Firm Name _____ Dealer No. _____ Date of Sale _____

Signature of Dealer or Agent _____ Seller's Printed Name _____

I am aware of the above odometer certification made by the seller(s)

Signature(s) of Buyer(s) _____ Buyer's Printed Name _____

Exhibit 1-5 (Continued)

BACK OF CONFORMING 7-90 IDAHO TITLE

1.7 PREPARING THE CONFORMING IDAHO TITLE (ITD 3517) (10-91)

Step-by-step instructions for completing a transfer on the conforming Idaho title (Exhibit 1-6 at the end of this section).

SECTION I

- Line 1.* If the title was issued with a first lien recorded, the first lienholder may enter a release on line 1. The release must include the full signature of an individual who is authorized to sign for the business. The date of the release should also be entered on this line.
- Line 2.* If the title was issued with a second lien recorded, the second lienholder may enter a release on line 2. The release must include the full signature of an individual who is authorized to sign for the business. The date of the release should also be entered on this line.

SECTION II

- Line 1.* At the time of the sale, the owner on the face of the title must enter the current odometer reading on line 1. If the mileage stated is in excess of mechanical limits, is not actual mileage, or there is no device or if the vehicle is exempt (10 or more years old, over 16,000 lbs. gross vehicle weight (GVW), or trailers), check the appropriate box. If the mileage stated is actual miles, do not check a box. Enter the date of the reading.
- Lines 2-4.* The person signing line 5 as the seller prints their name and their current address.
- Line 5.* The titled owner signs this line to release interest in the vehicle and to declare the odometer statement.
- Line 6a.* The purchaser signs line 6a. The dealer is the purchaser if the vehicle was traded in by the titled owner.
- Line 6b.* If there are two purchasers, the second may sign here. If the purchaser is a company, the person who signed for the company on 6a must print their name on 6b.
- Lines 7-9.* Enter the purchaser's printed name and current address.
- Lines 10-12.* If a new lien is to be listed, enter the name and address of the new lienholder.

SECTIONS III, IV, AND V

Back of Form: Complete these sections for dealer reassignments only.

- Line 1.* Selling dealer enters odometer reading, checks box of correct designator, and date.
- Line 2.* Enter the dealership's name and number.
- Line 3.* Enter the dealership's address.
- Line 4.* The person signing for the dealer on line 5 must print their name.

-
- Line 5.* The dealer or agent signs to release interest and to declare the odometer reading.
- Line 6a.* The purchaser signs, acknowledging the odometer reading.
- Line 6b.* If there are two purchasers, the second may sign here. If the purchaser is a company, the person who signed for the company on 6a must print their name on 6b.
- Line 7.* If the purchaser is an individual, they print their name here. If the purchaser is a company, the company name should be entered here.
- Lines 8-9.* Enter the purchaser's address.
- Lines 10-12.* If a lien is to be recorded on the new title, enter the complete name and mailing address of the lienholder on lines 10 through 12. If no lien is to be recorded, enter the notation "NONE" on this line.

Exhibit 1-6

CONFORMING IDAHO TITLE (10-91)


ITD-3517 10-91 01-875529-8		IDAHO		CERTIFICATE OF TITLE	
TITLE NUMBER		VEHICLE IDENTIFICATION NUMBER		OTHER PERTINENT DATA	
PRINT DATE		VEHICLE IDENTIFICATION NUMBER			
YEAR	MAKE	BODY TYPE	MODEL		
DESCRIPTION	WEIGHT	LENGTH	WIDTH		
HULL	HORSEPOWER	PROPULSION	FIRST LIEN SECTION I		
ODOMETER READING		READING DATE		SPECIMEN	
OWNER'S NAME AND ADDRESS					
<div style="text-align: center;">  </div>					
1		SIGNATURE RELEASING LIEN		DATE	
2		SIGNATURE RELEASING LIEN		DATE	
<p>SECTION II</p> <p>THE NEW PURCHASER MUST MAKE APPLICATION FOR A NEW TITLE WITHIN 30 DAYS AFTER DELIVERY OR A PENALTY WILL APPLY. * FEDERAL AND STATE LAW REQUIRES THAT YOU STATE THE MILEAGE IN CONNECTION WITH THE TRANSFER OF OWNERSHIP. * * FAILURE TO COMPLETE OR PROVIDING A FALSE STATEMENT MAY RESULT IN FINES AND/OR IMPRISONMENT. *</p>					
1		ODOMETER READING: _____ DATE _____ Reading is actual unless indicated otherwise. NO TENTHS. <input type="checkbox"/> In Excess of Mechanical Limits <input type="checkbox"/> Exempt <input type="checkbox"/> Not Actual Warning Odometer Discrepancy <input type="checkbox"/> No Device		6 I am aware of the odometer certification made (or Representative's Printed Name) by the seller. 2nd PURCHASER'S SIGNATURE:	
2		SELLER'S / REPRESENTATIVE'S PRINTED NAME		7 PURCHASER'S PRINTED NAME(S)	
3		ADDRESS		8 ADDRESS	
4		CITY STATE ZIP		9 CITY STATE ZIP	
5		I certify that the odometer reading given is accurate to the best of my knowledge. I also hereby release my interest and transfer ownership to the named purchaser. SELLER'S / REPRESENTATIVE'S SIGNATURE:		10 LIENHOLDER'S NAME	
6		I am aware of the odometer certification made by the seller. PURCHASER'S / REPRESENTATIVE'S SIGNATURE:		11 ADDRESS	
a				12 CITY STATE ZIP	
AUDIT NO. 00000000					

Exhibit 1-6 (continued)

BACK OF CONFORMING 10-91 IDAHO TITLE

ITD-3517 (reverse) 10-91		★ FEDERAL AND STATE LAW REQUIRES THAT YOU STATE THE MILEAGE IN CONNECTION WITH THE TRANSFER OF OWNERSHIP. ★ ★ FAILURE TO COMPLETE OR PROVIDING A FALSE STATEMENT MAY RESULT IN FINES AND/OR IMPRISONMENT. ★	
SECTION III — DEALER REASSIGNMENT ONLY			
1	ODOMETER READING: Reading is actual unless indicated otherwise. NO TENTHS. <input type="checkbox"/> In Excess of Mechanical Limits <input type="checkbox"/> Exempt <input type="checkbox"/> Not Actual Warning Odometer Discrepancy <input type="checkbox"/> No Device	DATE OF SALE	6 b
2	DEALERSHIP NAME	DEALER NUMBER	7
3	CITY STATE ZIP	ADDRESS	8
4	DEALER/AGENT'S PRINTED NAME	CITY STATE ZIP	9
5	I certify that the odometer reading given is accurate to the best of my knowledge. I also hereby release my interest and transfer ownership to the named purchaser. DEALER/AGENT'S SIGNATURE: X	LIENHOLDER'S NAME	10
6	I am aware of the odometer certification made by the seller. PURCHASER'S / REPRESENTATIVE'S SIGNATURE: X	ADDRESS	11
		CITY STATE ZIP	12
SECTION IV — DEALER REASSIGNMENT ONLY			
1	ODOMETER READING: Reading is actual unless indicated otherwise. NO TENTHS. <input type="checkbox"/> In Excess of Mechanical Limits <input type="checkbox"/> Exempt <input type="checkbox"/> Not Actual Warning Odometer Discrepancy <input type="checkbox"/> No Device	DATE OF SALE	6 b
2	DEALERSHIP NAME	DEALER NUMBER	7
3	CITY STATE ZIP	ADDRESS	8
4	DEALER/AGENT'S PRINTED NAME	CITY STATE ZIP	9
5	I certify that the odometer reading given is accurate to the best of my knowledge. I also hereby release my interest and transfer ownership to the named purchaser. DEALER/AGENT'S SIGNATURE: X	LIENHOLDER'S NAME	10
6	I am aware of the odometer certification made by the seller. PURCHASER'S / REPRESENTATIVE'S SIGNATURE: X	ADDRESS	11
		CITY STATE ZIP	12
SECTION V — DEALER REASSIGNMENT ONLY			
1	ODOMETER READING: Reading is actual unless indicated otherwise. NO TENTHS. <input type="checkbox"/> In Excess of Mechanical Limits <input type="checkbox"/> Exempt <input type="checkbox"/> Not Actual Warning Odometer Discrepancy <input type="checkbox"/> No Device	DATE OF SALE	6 b
2	DEALERSHIP NAME	DEALER NUMBER	7
3	CITY STATE ZIP	ADDRESS	8
4	DEALER/AGENT'S PRINTED NAME	CITY STATE ZIP	9
5	I certify that the odometer reading given is accurate to the best of my knowledge. I also hereby release my interest and transfer ownership to the named purchaser. DEALER/AGENT'S SIGNATURE: X	LIENHOLDER'S NAME	10
6	I am aware of the odometer certification made by the seller. PURCHASER'S / REPRESENTATIVE'S SIGNATURE: X	ADDRESS	11
		CITY STATE ZIP	12

1.8 PREPARING THE CONFORMING IDAHO TITLE (ITD 3517) (01-93, 04-94, 4-99, 8-00, 11-02, 8-04, 8-05, 1-08 AND 1-10, which also requires Idaho Driver's License number, Social Security number, or Employer Identification Number of purchaser)

Step-by-step instructions for completing a transfer of the conforming Idaho title (Exhibits 1-7 through 1-13 at the end of this section).

ASSIGNMENT OF TITLE

- Line 1.* Must be completed for all vehicles not exempt from odometer disclosure. Enter the reading actually shown on the odometer with the date it was read. Check a box **only** if the reading is in excess of mechanical limits (odometer has turned over), the reading is not actual, the vehicle is exempt from odometer disclosure, or there is no odometer.
- Line 2.* Enter the date the vehicle was sold and the selling price. If the vehicle is a trade-in, the selling price may be left blank, or a notation such as "value received" may be entered.
- Line 3.* The person who signs line 4A must print their name.
- Line 4A.* The titled owner or their representative signs to release interest.
- Line 4B.* If there are two owners with their names joined by "and," the second person must sign here.
- Line 5A.* The purchaser must print their name on this line.
- Line 5B.* If there is a second purchaser, their name needs to be printed on this line.
- Line 6.* The address of the purchaser must be listed.
- Line 7.* The city, state, zip of the new purchaser must be listed.
- Line 8A.* The purchaser must sign.
- Line 8B.* If there is a second purchaser and names are connected by "and," they sign here. If the purchaser is a company, the person signing line 8A prints their name here.

LIENHOLDER SECTION

- Line 9.* The lienholder recorded on the title releases interest by signing here. The date of the release is also entered.
- Line 10.* The second lienholder recorded on the title releases interest by signing here. The date of the release is also entered.
- Line 11.* If the new purchaser is financing the vehicle, the **new** lienholder is listed in the shaded blue area.
- Lines 12-13.* List the new lienholder's address in this area.

BACK OF FORM: SECTIONS 1, 2, OR 3 - DEALER REASSIGNMENT ONLY

The reassignment sections on the reverse side of the Idaho title are completed only by dealers.

A representative of the dealership:

1. Records the odometer reading and date, and checks the status if applicable.
2. Enters the dealership name and dealer number.
3. Completes the dealership address, city, state, and zip.
4. Prints his name.
5. Signs his name.
6. Enters the new lienholder's name and address (if applicable) in the shaded blue area.

The purchaser:

1. Prints his name(s) and address.
2. Signs his name to acknowledge the odometer disclosure. If the purchaser is a company, the representative who signed also prints his name. The second purchaser, if there is one, also signs and prints his name.

Exhibit 1-7

CONFORMING IDAHO TITLE (01-93)

ITD-3517 01-93 01-875529-8		<h1 style="text-align: center;">IDAHO</h1> <h2 style="text-align: center;">CERTIFICATE OF TITLE</h2>						
VEHICLE IDENTIFICATION NUMBER				YEAR	MAKE	BODY	MODEL	DESCRIPTION
2ND VEHICLE IDENTIFICATION NUMBER				ODOMETER READING		DATE		
TITLE NUMBER	PRINT DATE	WEIGHT	LENGTH	WIDTH	HULL	HORSEPOWER	PROPULSION	
OWNER'S NAME AND ADDRESS					OTHER PERTINENT DATA			
SPECIMEN								
Federal and state law requires that you state the mileage in connection with the transfer of ownership. Failure to complete or providing a false statement may result in fines and/or imprisonment.								
Assignment of Title								
ODOMETER READING - Reading is actual unless indicated otherwise. (NO TENTHS): DATE: 					5 PURCHASER'S PRINTED NAME(S) A . B .			
1 <input type="checkbox"/> In Excess of Mechanical Limits <input type="checkbox"/> Exempt <input type="checkbox"/> Not Actual - Warning: Odometer Discrepancy <input type="checkbox"/> No Device					6 ADDRESS			
2 DATE SOLD: SELLING PRICE: 					7 CITY STATE ZIP 			
3 SELLER'S/REPRESENTATIVE'S PRINTED NAME(S)					8 I am aware of the odometer certification made by the seller. PURCHASER'S/REPRESENTATIVE'S SIGNATURE: A <input checked="" type="checkbox"/> B <input checked="" type="checkbox"/> 2nd PURCHASER'S/REPRESENTATIVE'S SIGNATURE (or representative's printed name):			
4 I certify, to the best of my knowledge, that the odometer reading reflects the actual mileage, unless otherwise indicated. I also hereby release my interest and transfer ownership to the named purchaser. SELLER'S/REPRESENTATIVE'S SIGNATURE: A <input checked="" type="checkbox"/> B <input checked="" type="checkbox"/>								
Lienholder Section								
FIRST LIEN 9 SIGNATURE RELEASING LIEN DATE <input checked="" type="checkbox"/>					SECOND LIEN 10 SIGNATURE RELEASING LIEN DATE <input checked="" type="checkbox"/>			
11 NEW LIENHOLDER'S NAME					12 ADDRESS			
13 CITY STATE ZIP 								
Alterations May Void This Document								
AUDIT NO. 00000000								

Exhibit 1-7 (continued)

BACK OF CONFORMING 01-93 IDAHO TITLE

TTD-3512 01-93 * FEDERAL AND STATE LAW REQUIRES THAT YOU STATE THE MILEAGE IN CONNECTION WITH THE TRANSFER OF OWNERSHIP *
(reverse) * FAILURE TO COMPLETE OR PROVIDING A FALSE STATEMENT MAY RESULT IN FINES AND/OR IMPRISONMENT *

SECTION 1 - DEALER REASSIGNMENT ONLY			
ODOMETER READING <small>Reading is actual unless indicated otherwise. NO TENTHS</small> <input type="checkbox"/> In Excess of Mechanical Limits <input type="checkbox"/> Exempt <input type="checkbox"/> Not Actual-Warning Odometer Discrepancy <input type="checkbox"/> No Device		DATE _____	
DEALERSHIP NAME _____		PURCHASER'S PRINTED NAME(S) _____	
DEALER NUMBER _____		CITY _____ STATE _____ ZIP _____	
ADDRESS _____		I am aware of the odometer certification made by the seller. X	
CITY _____ STATE _____ ZIP _____		2nd PURCHASER'S SIGNATURE (or representative's printed name): X	
DEALER/AGENT'S PRINTED NAME _____		LIENHOLDER'S NAME _____	
I certify, to the best of my knowledge, that the odometer reading reflects the actual mileage, unless otherwise indicated. I also hereby release my interest and transfer ownership to the named purchaser. DEALER/AGENT'S SIGNATURE: X		ADDRESS _____	
		CITY _____ STATE _____ ZIP _____	
SECTION 2 - DEALER REASSIGNMENT ONLY			
ODOMETER READING <small>Reading is actual unless indicated otherwise. NO TENTHS</small> <input type="checkbox"/> In Excess of Mechanical Limits <input type="checkbox"/> Exempt <input type="checkbox"/> Not Actual-Warning Odometer Discrepancy <input type="checkbox"/> No Device		DATE _____	
DEALERSHIP NAME _____		PURCHASER'S PRINTED NAME(S) _____	
DEALER NUMBER _____		CITY _____ STATE _____ ZIP _____	
ADDRESS _____		I am aware of the odometer certification made by the seller. X	
CITY _____ STATE _____ ZIP _____		2nd PURCHASER'S SIGNATURE (or representative's printed name): X	
DEALER/AGENT'S PRINTED NAME _____		LIENHOLDER'S NAME _____	
I certify, to the best of my knowledge, that the odometer reading reflects the actual mileage, unless otherwise indicated. I also hereby release my interest and transfer ownership to the named purchaser. DEALER/AGENT'S SIGNATURE: X		ADDRESS _____	
		CITY _____ STATE _____ ZIP _____	
SECTION 3 - DEALER REASSIGNMENT ONLY			
ODOMETER READING <small>Reading is actual unless indicated otherwise. NO TENTHS</small> <input type="checkbox"/> In Excess of Mechanical Limits <input type="checkbox"/> Exempt <input type="checkbox"/> Not Actual-Warning Odometer Discrepancy <input type="checkbox"/> No Device		DATE _____	
DEALERSHIP NAME _____		PURCHASER'S PRINTED NAME(S) _____	
DEALER NUMBER _____		CITY _____ STATE _____ ZIP _____	
ADDRESS _____		I am aware of the odometer certification made by the seller. X	
CITY _____ STATE _____ ZIP _____		2nd PURCHASER'S SIGNATURE (or representative's printed name): X	
DEALER/AGENT'S PRINTED NAME _____		LIENHOLDER'S NAME _____	
I certify, to the best of my knowledge, that the odometer reading reflects the actual mileage, unless otherwise indicated. I also hereby release my interest and transfer ownership to the named purchaser. DEALER/AGENT'S SIGNATURE: X		ADDRESS _____	
		CITY _____ STATE _____ ZIP _____	

Exhibit 1-8

CONFORMING IDAHO TITLE (04-94)

IDAHO CERTIFICATE OF TITLE	
VEHICLE IDENTIFICATION NUMBER 123456	
YEAR MAKE BODY MODEL DESCRIPTION 1995 CHEV PK TK	
2ND VEHICLE IDENTIFICATION NUMBER ODOMETER READING DATE 5219 NOT ACTUAL 01/31/1996	
TITLE NUMBER PRINT DATE WEIGHT LENGTH WIDTH HULL HORSEPOWER PROPULSION 93351219 01/31/1996	
OWNER'S NAME AND ADDRESS OTHER PERTINENT DATA TEST, IMA SAMPLE ST NAMPA, ID 83651	
Federal and state law requires that you state the mileage in connection with the transfer of ownership. Failure to complete or providing a false statement may result in fines and/or imprisonment.	
Assignment of Title	
1 ODOMETER READING - Reading is actual unless indicated otherwise. (NO TENTHS): DATE <input type="checkbox"/> In Excess of Mechanical Limits <input type="checkbox"/> Exempt <input type="checkbox"/> Not Actual - Warning: Odometer Discrepancy <input type="checkbox"/> No Device	
2 DATE SOLD: SELLING PRICE: 3 SELLER'S/REPRESENTATIVE'S PRINTED NAME(S)	
4 I certify, to the best of my knowledge, that the odometer reading reflects the actual mileage, unless otherwise indicated. I also hereby release my interest and transfer ownership to the named purchaser. SELLER'S/REPRESENTATIVE'S SIGNATURE: A <input checked="" type="checkbox"/> B <input checked="" type="checkbox"/>	
5 PURCHASER'S PRINTED NAME(S) A <input checked="" type="checkbox"/> B <input checked="" type="checkbox"/>	
6 ADDRESS 7 CITY STATE ZIP	
8 I am aware of the odometer certification made by the seller. PURCHASER'S/REPRESENTATIVE'S SIGNATURE: A <input checked="" type="checkbox"/> B <input checked="" type="checkbox"/>	
9 SIGNATURE RELEASING LIEN DATE <input checked="" type="checkbox"/>	
10 SIGNATURE RELEASING LIEN DATE <input checked="" type="checkbox"/>	
11 NEW LIENHOLDER'S NAME 12 ADDRESS 13 CITY STATE ZIP	
14 RECORD NO. 0231452	

Exhibit 1-8 (continued)

BACK OF CONFORMING 04-94 IDAHO TITLE

ITD-3517 04-94 * FEDERAL AND STATE LAW REQUIRES THAT YOU STATE THE MILEAGE IN CONNECTION WITH THE TRANSFER OF OWNERSHIP *
(reverse) * FAILURE TO COMPLETE OR PROVIDING A FALSE STATEMENT MAY RESULT IN FINES AND/OR IMPRISONMENT *

SECTION 1 - DEALER REASSIGNMENT ONLY				
ODOMETER READING <small>Reading is actual unless indicated otherwise. NO TENTHS</small> <input type="checkbox"/> In Excess of Mechanical Limits <input type="checkbox"/> Not Actual-Warning Odometer Discrepancy		DATE	PURCHASER'S PRINTED NAME(S)	
DEALERSHIP NAME		DEALER NUMBER	ADDRESS	CITY
			STATE	
			ZIP	
ADDRESS			I am aware of the odometer certification made by the seller. X	
CITY			2nd PURCHASER'S SIGNATURE (or representative's printed name): X	
STATE			LIENHOLDER'S NAME	
ZIP			DEALER/AGENT'S PRINTED NAME	
I certify, to the best of my knowledge, that the odometer reading reflects the actual mileage, unless otherwise indicated. I also hereby release my interest and transfer ownership to the named purchaser. DEALER/AGENT'S SIGNATURE: X			ADDRESS	
			CITY	
			STATE	
			ZIP	
SECTION 2 - DEALER REASSIGNMENT ONLY				
ODOMETER READING <small>Reading is actual unless indicated otherwise. NO TENTHS</small> <input type="checkbox"/> In Excess of Mechanical Limits <input type="checkbox"/> Not Actual-Warning Odometer Discrepancy		DATE	PURCHASER'S PRINTED NAME(S)	
DEALERSHIP NAME		DEALER NUMBER	ADDRESS	CITY
			STATE	
			ZIP	
ADDRESS			I am aware of the odometer certification made by the seller. X	
CITY			2nd PURCHASER'S SIGNATURE (or representative's printed name): X	
STATE			LIENHOLDER'S NAME	
ZIP			DEALER/AGENT'S PRINTED NAME	
I certify, to the best of my knowledge, that the odometer reading reflects the actual mileage, unless otherwise indicated. I also hereby release my interest and transfer ownership to the named purchaser. DEALER/AGENT'S SIGNATURE: X			ADDRESS	
			CITY	
			STATE	
			ZIP	
SECTION 3 - DEALER REASSIGNMENT ONLY				
ODOMETER READING <small>Reading is actual unless indicated otherwise. NO TENTHS</small> <input type="checkbox"/> In Excess of Mechanical Limits <input type="checkbox"/> Not Actual-Warning Odometer Discrepancy		DATE	PURCHASER'S PRINTED NAME(S)	
DEALERSHIP NAME		DEALER NUMBER	ADDRESS	CITY
			STATE	
			ZIP	
ADDRESS			I am aware of the odometer certification made by the seller. X	
CITY			2nd PURCHASER'S SIGNATURE (or representative's printed name): X	
STATE			LIENHOLDER'S NAME	
ZIP			DEALER/AGENT'S PRINTED NAME	
I certify, to the best of my knowledge, that the odometer reading reflects the actual mileage, unless otherwise indicated. I also hereby release my interest and transfer ownership to the named purchaser. DEALER/AGENT'S SIGNATURE: X			ADDRESS	
			CITY	
			STATE	
			ZIP	

Exhibit 1-9

CONFORMING IDAHO TITLE (4-99)

IDAHO											
CERTIFICATE OF TITLE											
VEHICLE IDENTIFICATION NUMBER GDB0ID9832A		YEAR 1990		MAKE GUER		BODY HS		MODEL TL		DESCRIPTION MFRD HM	
2ND VEHICLE IDENTIFICATION NUMBER GDB0ID9832B				ODOMETER READING				DATE			
TITLE NUMBER 90704433		PRINT DATE 02/04/2000		WEIGHT		LENGTH 70		WIDTH 28		HULL / HORSEPOWER / PROPULSION	
OWNER'S NAME AND ADDRESS TEST, IMA OR TEST, YOUR A 3311 W STATE BOISE, ID 83707						OTHER PERTINENT DATA					
Assignment of Title Federal and state law requires that you state the mileage in connection with the transfer of ownership. Failure to complete or providing a false statement may result in fines and/or imprisonment.											
ODOMETER READING - Reading is actual unless indicated otherwise (NO TENTHS): <input type="checkbox"/> In Excess of Mechanical Limits <input type="checkbox"/> Exempt <input type="checkbox"/> Not Actual - Warning: Odometer Discrepancy <input type="checkbox"/> No Device						PURCHASER'S PRINTED NAME(S) 5 A B					
DATE SOLD: _____ SELLING PRICE: _____ 2 SELLER'S/REPRESENTATIVE'S PRINTED NAME(S) 3						ADDRESS 6 CITY _____ STATE _____ ZIP _____ 7					
I certify, to the best of my knowledge, that the odometer reading reflects the actual mileage, unless otherwise indicated. I also hereby release my interest and transfer ownership to the named purchaser. SELLER'S/REPRESENTATIVE'S SIGNATURE: A X B X						I am aware of the odometer certification made by the seller. PURCHASER'S/REPRESENTATIVE'S SIGNATURE: A X B X 2nd PURCHASER'S/REPRESENTATIVE'S SIGNATURE (or representative's printed name)					
Lienholder Section											
FIRST LIEN STATE BANK OF IDAHO 3311 W STATE ST BOISE, ID 83707 RECORDED 02/04/2000						SECOND LIEN SIGNATURE RELEASING LIEN _____ DATE _____ 10 X NEW LIENHOLDER'S NAME _____ 11 ADDRESS _____ 12 CITY _____ STATE _____ ZIP _____ 13					
SIGNATURE RELEASING LIEN _____ DATE _____ 9 X											
04214453											

Exhibit 1-9 (continued)

BACK OF CONFORMING 4-99 IDAHO TITLE

ODOMETER READING		DATE	PURCHASER'S PRINTED NAME(S)			
<small>Reading is actual unless indicated otherwise. NO TENTHS</small> <input type="checkbox"/> In Excess of Mechanical Limits <input type="checkbox"/> Exempt <input type="checkbox"/> Not Actual - Warning Odometer Discrepancy <input type="checkbox"/> No Device						
DEALERSHIP NAME	DEALER NUMBER		ADDRESS	CITY	STATE	ZIP
ADDRESS			I am aware of the odometer certification made by the seller.			
CITY	STATE	ZIP	2nd PURCHASER'S SIGNATURE (or representative's printed name)			
DEALER/AGENT'S PRINTED NAME			LIENHOLDER'S NAME			
<small>I certify, to the best of my knowledge, that the odometer reading reflects the actual mileage, unless otherwise indicated. I also hereby release my interest and transfer ownership to the named purchaser.</small> DEALER/AGENT'S SIGNATURE:			ADDRESS			
X			CITY STATE ZIP			

ODOMETER READING		DATE	PURCHASER'S PRINTED NAME(S)			
<small>Reading is actual unless indicated otherwise. NO TENTHS</small> <input type="checkbox"/> In Excess of Mechanical Limits <input type="checkbox"/> Exempt <input type="checkbox"/> Not Actual - Warning Odometer Discrepancy <input type="checkbox"/> No Device						
DEALERSHIP NAME	DEALER NUMBER		ADDRESS	CITY	STATE	ZIP
ADDRESS			I am aware of the odometer certification made by the seller.			
CITY	STATE	ZIP	2nd PURCHASER'S SIGNATURE (or representative's printed name)			
DEALER/AGENT'S PRINTED NAME			LIENHOLDER'S NAME			
<small>I certify, to the best of my knowledge, that the odometer reading reflects the actual mileage, unless otherwise indicated. I also hereby release my interest and transfer ownership to the named purchaser.</small> DEALER/AGENT'S SIGNATURE:			ADDRESS			
X			CITY STATE ZIP			

ODOMETER READING		DATE	PURCHASER'S PRINTED NAME(S)			
<small>Reading is actual unless indicated otherwise. NO TENTHS</small> <input type="checkbox"/> In Excess of Mechanical Limits <input type="checkbox"/> Exempt <input type="checkbox"/> Not Actual - Warning Odometer Discrepancy <input type="checkbox"/> No Device						
DEALERSHIP NAME	DEALER NUMBER		ADDRESS	CITY	STATE	ZIP
ADDRESS			I am aware of the odometer certification made by the seller.			
CITY	STATE	ZIP	2nd PURCHASER'S SIGNATURE (or representative's printed name)			
DEALER/AGENT'S PRINTED NAME			LIENHOLDER'S NAME			
<small>I certify, to the best of my knowledge, that the odometer reading reflects the actual mileage, unless otherwise indicated. I also hereby release my interest and transfer ownership to the named purchaser.</small> DEALER/AGENT'S SIGNATURE:			ADDRESS			
X			CITY STATE ZIP			

Exhibit 1-10

CONFORMING IDAHO TITLE (8-00)

IDAHO CERTIFICATE OF TITLE	
<small>Assignment of Title</small> Federal and state law requires that you state the mileage when transferring ownership of a motor vehicle. Failure to complete or providing a false statement may result in fines and/or imprisonment.	
1 ODOMETER READING - Reading is actual unless indicated otherwise. (NO TENTHS) : _____ DATE: _____ <input type="checkbox"/> In Excess of Mechanical Limits <input type="checkbox"/> Exempt <input type="checkbox"/> Not Actual - Warning: Odometer Discrepancy <input type="checkbox"/> No Device	5 PURCHASER'S PRINTED NAME(S) A _____ B _____
2 DATE SOLD: _____ SELLING PRICE: _____	6 ADDRESS _____
3 SELLER'S/REPRESENTATIVE'S PRINTED NAME(S) _____	7 CITY _____ STATE _____ ZIP _____
4 I certify, to the best of my knowledge, that the odometer reading reflects the actual mileage, unless otherwise indicated. I also hereby release my interest and transfer ownership to the named purchaser. SELLER'S/REPRESENTATIVE'S SIGNATURE: A <input checked="" type="checkbox"/> _____ B <input checked="" type="checkbox"/> _____	8 I am aware that if I apply for title in Idaho, I must do so within 30 days of purchase or a \$20.00 late filing penalty may be due. I am also aware of the odometer certification made by the seller. PURCHASER'S/REPRESENTATIVE'S SIGNATURE: A <input checked="" type="checkbox"/> _____ B <input checked="" type="checkbox"/> 2nd PURCHASER'S/REPRESENTATIVE'S SIGNATURE (or representative's printed name)
Lienholder Section	
FIRST LIEN _____ 9 SIGNATURE RELEASING LIEN _____ DATE _____	SECOND LIEN _____ 10 SIGNATURE RELEASING LIEN _____ DATE _____
11 NEW LIENHOLDER'S NAME _____	12 ADDRESS _____
13 CITY _____ STATE _____ ZIP _____	13 CITY _____ STATE _____ ZIP _____

S-001W

\$2.00 Fee

NOTICE OF RELEASE OF LIABILITY

\$2.00 Fee

PLEASE PRINT CLEARLY — ALL INFORMATION MUST BE COMPLETE — NOTIFICATION BY SELLER/TRANSFEROR IS MANDATORY

Vehicle or Hull Identification Number (VIN or HIN)	Year	Make	Body Style	Title Number
Seller's/Transferor's Full Name: _____ Phone Number: _____				
Address: _____		City: _____		State: _____ Zip: _____
Odometer: _____		Selling Price: \$ _____		Date Delivered to Purchaser/Transferee: _____
Purchaser's/Transferee's Full Name: _____				
Address: _____		City: _____		State: _____ Zip: _____

I/we hereby request that the Idaho Transportation Department mark its records to indicate that the vehicle or vessel described above has been transferred. However, I/we understand that the title record will remain in my/our name(s) until a new Idaho Certificate of Title is applied for and issued, recording the name(s) of the new owner(s).

X _____

Signature of Seller(s)/Transferor(s)

— SEE REVERSE SIDE FOR MAILING/PAYMENT INSTRUCTIONS —

Exhibit 1-10 (continued)

BACK OF CONFORMING IDAHO TITLE (8-00)

* FAILURE TO COMPLETE OR PROVIDING A FALSE STATEMENT MAY RESULT IN FINES AND/OR IMPRISONMENT *

SECTION 1 - DEALER REASSIGNMENT ONLY			
ODOMETER READING <small>Reading is actual unless indicated otherwise. NO TENTHS.</small> <input type="checkbox"/> In Excess of Mechanical Units <input type="checkbox"/> Exempt <input type="checkbox"/> Not Actual - Warning Odometer Discrepancy <input type="checkbox"/> No Device	DATE	PURCHASER'S PRINTED NAME(S)	
DEALERSHIP NAME	DEALER NUMBER	ADDRESS	CITY STATE ZIP
ADDRESS		I am aware of the odometer certification made by the seller. <input checked="" type="checkbox"/>	
CITY STATE ZIP		2nd PURCHASER'S SIGNATURE (or representative's printed name) <input checked="" type="checkbox"/>	
DEALER/AGENT'S PRINTED NAME		LIENHOLDER'S NAME	
I certify, to the best of my knowledge, that the odometer reading reflects the actual mileage, unless otherwise indicated. I also hereby release my interest and transfer ownership to the named purchaser. DEALER/AGENT'S SIGNATURE: <input checked="" type="checkbox"/>		ADDRESS	
		CITY STATE ZIP	
SECTION 2 - DEALER REASSIGNMENT ONLY			
ODOMETER READING <small>Reading is actual unless indicated otherwise. NO TENTHS.</small> <input type="checkbox"/> In Excess of Mechanical Units <input type="checkbox"/> Exempt <input type="checkbox"/> Not Actual - Warning Odometer Discrepancy <input type="checkbox"/> No Device	DATE	PURCHASER'S PRINTED NAME(S)	
DEALERSHIP NAME	DEALER NUMBER	ADDRESS	CITY STATE ZIP
ADDRESS		I am aware of the odometer certification made by the seller. <input checked="" type="checkbox"/>	
CITY STATE ZIP		2nd PURCHASER'S SIGNATURE (or representative's printed name) <input checked="" type="checkbox"/>	
DEALER/AGENT'S PRINTED NAME		LIENHOLDER'S NAME	
I certify, to the best of my knowledge, that the odometer reading reflects the actual mileage, unless otherwise indicated. I also hereby release my interest and transfer ownership to the named purchaser. DEALER/AGENT'S SIGNATURE: <input checked="" type="checkbox"/>		ADDRESS	
		CITY STATE ZIP	
SECTION 3 - DEALER REASSIGNMENT ONLY			
ODOMETER READING <small>Reading is actual unless indicated otherwise. NO TENTHS.</small> <input type="checkbox"/> In Excess of Mechanical Units <input type="checkbox"/> Exempt <input type="checkbox"/> Not Actual - Warning Odometer Discrepancy <input type="checkbox"/> No Device	DATE	PURCHASER'S PRINTED NAME(S)	
DEALERSHIP NAME	DEALER NUMBER	CITY	STATE ZIP
ADDRESS		I am aware of the odometer certification made by the seller. <input checked="" type="checkbox"/>	
CITY STATE ZIP		2nd PURCHASER'S SIGNATURE (or representative's printed name) <input checked="" type="checkbox"/>	
DEALER/AGENT'S PRINTED NAME		LIENHOLDER'S NAME	
I certify, to the best of my knowledge, that the odometer reading reflects the actual mileage, unless otherwise indicated. I also hereby release my interest and transfer ownership to the named purchaser. DEALER/AGENT'S SIGNATURE: <input checked="" type="checkbox"/>		ADDRESS	
		CITY STATE ZIP	

Titled Owner

Upon sale or transfer, you must sign the title over to the purchaser. According to Section 49-526, Idaho Code, you must also do the following within five (5) days of delivery to the purchaser: (1) fill out the reverse side of this form; (2) attach a check or money order for TWO DOLLARS (\$2.00) made payable to the Idaho Transportation Department; and (3) mail this form and your payment to the Idaho Transportation Department, Vehicle Services Section, P.O. BOX 34, Boise, ID 83731-0034. In doing so, you will help protect yourself from liability for negligent operation of the vehicle or vessel after it has been sold or transferred. If you are a lienholder, and the title is being sent directly to a dealer or purchaser, you may complete this form on behalf of the registered owner.

INSTRUCTIONS

1. This form is for registered owner transfers only. Do not submit when simply recording, removing, or changing lienholders.
2. Print the name(s) of the seller(s).
3. Print the address of the seller(s).
4. Enter the vehicle's odometer reading at the time of sale.
5. Enter the selling price.
6. Enter the date you delivered the described vehicle or vessel.
7. Print the purchaser's name.
8. Print the purchaser's address.
9. Sign your name in the appropriate space. If you are signing for a business, print your title and the business name.

Exhibit 1-11

CONFORMING IDAHO TITLE (11-02)

IDAHO CERTIFICATE OF TITLE	
<small>(ITD-9517 - (REV. 11-02) CAL # 01-875429-6)</small>	
Assignment of Title Federal and state law requires that you state the mileage when transferring ownership of a motor vehicle. Failure to complete or providing a false statement may result in fines and/or imprisonment.	
1 ODOMETER READING - Reading is actual unless indicated otherwise. (NO TENTHS) : <input type="text"/> DATE: <input type="text"/> <input type="checkbox"/> In Excess of Mechanical Limits <input type="checkbox"/> Exempt <input type="checkbox"/> Not Actual - Warning: Odometer Discrepancy <input type="checkbox"/> No Device	5 PURCHASER'S PRINTED NAME(S) A * <input type="text"/> B <input type="text"/>
2 DATE SOLD: <input type="text"/> SELLING PRICE: <input type="text"/>	6 ADDRESS <input type="text"/>
3 SELLER'S OR REPRESENTATIVE'S PRINTED NAME(S) <input type="text"/>	7 CITY <input type="text"/> STATE <input type="text"/> ZIP <input type="text"/>
4 I certify, to the best of my knowledge, that the odometer reading reflects the actual mileage, unless otherwise indicated. I also hereby release my interest and transfer ownership to the named purchaser. SELLER'S OR REPRESENTATIVE'S SIGNATURE: A <input checked="" type="checkbox"/> B <input checked="" type="checkbox"/>	8 I am aware that if I apply for title in Idaho, I must do so within 30 days of purchase or a \$20.00 late filing penalty may be due. I am also aware of the odometer certification made by the seller. PURCHASER'S OR REPRESENTATIVE'S SIGNATURE: A <input checked="" type="checkbox"/> B <input checked="" type="checkbox"/>
Lienholder Section	
FIRST LIEN <input type="text"/>	SECOND LIEN <input type="text"/>
9 <input checked="" type="checkbox"/> SIGNATURE RELEASING LIEN <input type="text"/> DATE <input type="text"/>	10 SIGNATURE RELEASING LIEN <input checked="" type="checkbox"/> DATE <input type="text"/>
<input type="text"/>	11 NEW LIENHOLDER'S NAME <input type="text"/>
<input type="text"/>	12 ADDRESS <input type="text"/>
<input type="text"/>	13 CITY <input type="text"/> STATE <input type="text"/> ZIP <input type="text"/>

11-02TW

\$2.00 Fee

NOTICE OF RELEASE OF LIABILITY

\$2.00 Fee

PLEASE PRINT CLEARLY — ALL INFORMATION MUST BE COMPLETE — NOTIFICATION BY SELLER/TRANSFEROR IS MANDATORY

Vehicle or Hull Identification Number (VIN or HIN)	Year	Make	Body Style	Title Number
Seller's/Transferor's Full Name: <input type="text"/> Phone Number: <input type="text"/>				
Address: <input type="text"/> City: <input type="text"/> State: <input type="text"/> Zip: <input type="text"/>				
Odometer: <input type="text"/> Selling Price: \$ <input type="text"/> Date Delivered to Purchaser/Transferee: <input type="text"/>				
Purchaser's/Transferee's Full Name: <input type="text"/>				
Address: <input type="text"/> City: <input type="text"/> State: <input type="text"/> Zip: <input type="text"/>				

I/we hereby request that the Idaho Transportation Department mark its records to indicate that the vehicle or vessel described above has been transferred. However, I/we understand that the title record will remain in my/our name(s) until a new Idaho Certificate of Title is applied for and issued, recording the name(s) of the new owner(s).

X

Signature of Seller(s)/Transferor(s)

— SEE REVERSE SIDE FOR MAILING/PAYMENT INSTRUCTIONS —

Exhibit 1-11 (continued)

BACK OF CONFORMING IDAHO TITLE (11-02)

ITD-3517 (Rev. 11-02)
(reverse)

* FEDERAL AND STATE LAW REQUIRES THAT YOU STATE THE MILEAGE WHEN TRANSFERRING OWNERSHIP OF A MOTOR VEHICLE *
* FAILURE TO COMPLETE OR PROVIDING A FALSE STATEMENT MAY RESULT IN FINES AND/OR IMPRISONMENT *

SECTION 1 - DEALER REASSIGNMENT ONLY				
ODOMETER READING <small>Reading is actual unless indicated otherwise. NO TENTHS</small> <input type="checkbox"/> In Excess of Mechanical Limits <input type="checkbox"/> Not Actual - Warning Odometer Discrepancy	DATE 	PURCHASER'S PRINTED NAME(S) 		
DEALERSHIP NAME 	DEALER NUMBER 	ADDRESS 	CITY 	STATE ZIP
ADDRESS 		<small>I am aware of the odometer certification made by the seller.</small> <input checked="" type="checkbox"/>		
CITY STATE ZIP 		2nd PURCHASER'S SIGNATURE (or representative's printed name): <input checked="" type="checkbox"/>		
DEALER/AGENT'S PRINTED NAME 		LIENHOLDER'S NAME 		
<small>I certify, to the best of my knowledge, that the odometer reading reflects the actual mileage, unless otherwise indicated. I also hereby release my interest and transfer ownership to the named purchaser.</small> DEALER/AGENT'S SIGNATURE: <input checked="" type="checkbox"/>		ADDRESS 		
		CITY 	STATE 	ZIP
SECTION 2 - DEALER REASSIGNMENT ONLY				
ODOMETER READING <small>Reading is actual unless indicated otherwise. NO TENTHS</small> <input type="checkbox"/> In Excess of Mechanical Limits <input type="checkbox"/> Not Actual - Warning Odometer Discrepancy	DATE 	PURCHASER'S PRINTED NAME(S) 		
DEALERSHIP NAME 	DEALER NUMBER 	ADDRESS 	CITY 	STATE ZIP
ADDRESS 		<small>I am aware of the odometer certification made by the seller.</small> <input checked="" type="checkbox"/>		
CITY STATE ZIP 		2nd PURCHASER'S SIGNATURE (or representative's printed name): <input checked="" type="checkbox"/>		
DEALER/AGENT'S PRINTED NAME 		LIENHOLDER'S NAME 		
<small>I certify, to the best of my knowledge, that the odometer reading reflects the actual mileage, unless otherwise indicated. I also hereby release my interest and transfer ownership to the named purchaser.</small> DEALER/AGENT'S SIGNATURE: <input checked="" type="checkbox"/>		ADDRESS 		
		CITY 	STATE 	ZIP
SECTION 3 - DEALER REASSIGNMENT ONLY				
ODOMETER READING <small>Reading is actual unless indicated otherwise. NO TENTHS</small> <input type="checkbox"/> In Excess of Mechanical Limits <input type="checkbox"/> Not Actual - Warning Odometer Discrepancy	DATE 	PURCHASER'S PRINTED NAME(S) 		
DEALERSHIP NAME 	DEALER NUMBER 	ADDRESS 	CITY 	STATE ZIP
ADDRESS 		<small>I am aware of the odometer certification made by the seller.</small> <input checked="" type="checkbox"/>		
CITY STATE ZIP 		2nd PURCHASER'S SIGNATURE (or representative's printed name): <input checked="" type="checkbox"/>		
DEALER/AGENT'S PRINTED NAME 		LIENHOLDER'S NAME 		
<small>I certify, to the best of my knowledge, that the odometer reading reflects the actual mileage, unless otherwise indicated. I also hereby release my interest and transfer ownership to the named purchaser.</small> DEALER/AGENT'S SIGNATURE: <input checked="" type="checkbox"/>		ADDRESS 		
		CITY 	STATE 	ZIP

Titled Owner

Upon sale or transfer, you must sign the title over to the purchaser. According to Section 49-526, Idaho Code, you must also complete and submit a release-of-liability statement within five (5) days of delivering the vehicle to the purchaser. To do so, fill out the Notice of Release of Liability on the reverse side of this form and submit it to your local county assessor's motor vehicle office with a \$2.00 fee, or mail the form with a \$2.00 check or money order made payable to "Ada County" to the following address: **DMV Processing Center, P.O. Box 140019, Garden City, ID 83714-0019**. In doing so, you will help protect yourself from liability for negligent operation of the vehicle or vessel and from infractions that may occur after it has been sold or transferred. If you are a lienholder, and the title is being sent directly to a dealer or purchaser, you may complete this form on behalf of the registered owner.

INSTRUCTIONS

1. This form is for registered owner transfers only. Do not submit when simply recording, removing, or changing lienholders.
2. Print the name(s) of the seller(s).
3. Print the address of the seller(s).
4. Enter the vehicle's odometer reading at the time of sale.
5. Enter the selling price.
6. Enter the date you delivered the described vehicle or vessel.
7. Print the purchaser's name.
8. Print the purchaser's address.
9. Sign your name in the appropriate space. If you are signing for a business, print your title and the business name.

Exhibit 1-12

CONFORMING IDAHO TITLE (8-04)

IDAHO CERTIFICATE OF TITLE	
<p>ITD-3517 (REV 8-04) Cat. # 11-875539-8</p> <p>VOID IF ALTERED. EAGLE WATERMARK VISIBLE IF HELD TO LIGHT</p> <p>Assignment of Title Federal and state law requires that you state the mileage when transferring ownership of a motor vehicle. Failure to complete or providing a false statement may result in fines and/or imprisonment.</p>	
<p>1 ODOMETER READING - Reading is actual unless indicated otherwise. (NO TENTHS): <input type="text"/> DATE: <input type="text"/></p> <p><input type="checkbox"/> In Excess of Mechanical Limits <input type="checkbox"/> Exempt <input type="checkbox"/> Not Actual - Warning: Odometer Discrepancy <input type="checkbox"/> No Device</p>	<p>5 PURCHASER'S PRINTED NAME(S) A. <input type="text"/> B. <input type="text"/></p>
<p>2 DATE SOLD: <input type="text"/> SELLING PRICE: <input type="text"/></p>	<p>6 ADDRESS <input type="text"/></p>
<p>3 SELLER'S OR REPRESENTATIVE'S PRINTED NAME(S) <input type="text"/></p>	<p>7 CITY <input type="text"/> STATE <input type="text"/> ZIP <input type="text"/></p>
<p>4 I certify, to the best of my knowledge, that the odometer reading reflects the actual mileage, unless otherwise indicated. I also hereby release my interest and transfer ownership to the named purchaser. I understand that I must file a release of liability statement within five days of delivering the vehicle to the purchaser. SELLER'S OR REPRESENTATIVE'S SIGNATURE: A. <input checked="" type="checkbox"/> B. <input checked="" type="checkbox"/></p>	<p>8 I am aware that if I apply for title in Idaho, I must do so within 30 days of purchase or a \$20.00 late filing penalty may be due. I am also aware of the odometer certification made by the seller. PURCHASER'S OR REPRESENTATIVE'S SIGNATURE: A. <input checked="" type="checkbox"/> B. <input checked="" type="checkbox"/> 2nd PURCHASER'S OR REPRESENTATIVE'S SIGNATURE (or representative's printed name): <input type="text"/></p>
<p>Lienholder Section</p>	
<p>FIRST LIEN <input type="text"/></p>	<p>SECOND LIEN <input type="text"/></p>
<p>9 SIGNATURE RELEASING LIEN <input checked="" type="checkbox"/> DATE <input type="text"/></p>	<p>10 SIGNATURE RELEASING LIEN <input checked="" type="checkbox"/> DATE <input type="text"/></p>
<p>11 NEW LIENHOLDER'S NAME / LIEN-CREATION DATE <input type="text"/></p>	<p>12 ADDRESS <input type="text"/></p>
<p>13 CITY <input type="text"/> STATE <input type="text"/> ZIP <input type="text"/></p>	

08-04TW		\$2.00 Fee		NOTICE OF RELEASE OF LIABILITY		\$2.00 Fee	
<p>PLEASE PRINT CLEARLY — ALL INFORMATION MUST BE COMPLETE — NOTIFICATION BY SELLER/TRANSFEROR IS MANDATORY</p>							
Vehicle or Hull Identification Number (VIN or HIN)		Year	Make	Body Style	Title Number		
Seller's/Transferor's Full Name:		Daytime Phone Number:					
Address:		City:	State:	Zip:			
Odometer:		Selling Price: \$	Date Delivered to Purchaser/Transferee:				
Purchaser's/Transferee's Full Name:		City:			State:	Zip:	
Address:							
<p>I/we hereby request that the Idaho Transportation Department mark its records to indicate that the vehicle or vessel described above has been transferred. However, I/we understand that the title record will remain in my/our name(s) until a new Idaho Certificate of Title is applied for and issued, recording the name(s) of the new owner(s).</p>							
X		Signature of Seller(s)/Transferor(s)					
<p>— SEE REVERSE SIDE FOR MAILING/PAYMENT INSTRUCTIONS —</p>							

Exhibit 1-12 (continued)

BACK OF CONFORMING IDAHO TITLE (8-04)

ITD-3517 (Rev. 08-04)
(reverse)

*** FEDERAL AND STATE LAW REQUIRES THAT YOU STATE THE MILEAGE WHEN TRANSFERRING OWNERSHIP OF A MOTOR VEHICLE ***
*** FAILURE TO COMPLETE OR PROVIDING A FALSE STATEMENT MAY RESULT IN FINES AND/OR IMPRISONMENT ***

SECTION 1 - DEALER REASSIGNMENT ONLY

ODOMETER READING: DATE:
Reading is actual unless indicated otherwise. **NO TENTHS**
☐ In Excess of Mechanical Limits ☐ Exempt
☐ Not Actual - Warning Odometer Discrepancy ☐ No Device

DEALERSHIP NAME: DEALER NUMBER: PURCHASER'S PRINTED NAME(S):

ADDRESS: CITY: STATE: ZIP:

I am aware of the odometer certification made by the seller.
X

CITY: STATE: ZIP: 2nd PURCHASER'S SIGNATURE (or representative's printed name): **X**

DEALER/AGENT'S PRINTED NAME: LIENHOLDER'S NAME / LIEN CREATION DATE:

I certify, to the best of my knowledge, that the odometer reading reflects the actual mileage, unless otherwise indicated.
I also hereby release my interest and transfer ownership to the named purchaser.
DEALER/AGENT'S SIGNATURE: **X**

SECTION 2 - DEALER REASSIGNMENT ONLY

ODOMETER READING: DATE:
Reading is actual unless indicated otherwise. **NO TENTHS**
☐ In Excess of Mechanical Limits ☐ Exempt
☐ Not Actual - Warning Odometer Discrepancy ☐ No Device

DEALERSHIP NAME: DEALER NUMBER: PURCHASER'S PRINTED NAME(S):

ADDRESS: CITY: STATE: ZIP:

I am aware of the odometer certification made by the seller.
X

CITY: STATE: ZIP: 2nd PURCHASER'S SIGNATURE (or representative's printed name): **X**

DEALER/AGENT'S PRINTED NAME: LIENHOLDER'S NAME / LIEN CREATION DATE:

I certify, to the best of my knowledge, that the odometer reading reflects the actual mileage, unless otherwise indicated.
I also hereby release my interest and transfer ownership to the named purchaser.
DEALER/AGENT'S SIGNATURE: **X**

SECTION 3 - DEALER REASSIGNMENT ONLY

ODOMETER READING: DATE:
Reading is actual unless indicated otherwise. **NO TENTHS**
☐ In Excess of Mechanical Limits ☐ Exempt
☐ Not Actual - Warning Odometer Discrepancy ☐ No Device

DEALERSHIP NAME: DEALER NUMBER: PURCHASER'S PRINTED NAME(S):

ADDRESS: CITY: STATE: ZIP:

I am aware of the odometer certification made by the seller.
X

CITY: STATE: ZIP: 2nd PURCHASER'S SIGNATURE (or representative's printed name): **X**

DEALER/AGENT'S PRINTED NAME: LIENHOLDER'S NAME / LIEN CREATION DATE:

I certify, to the best of my knowledge, that the odometer reading reflects the actual mileage, unless otherwise indicated.
I also hereby release my interest and transfer ownership to the named purchaser.
DEALER/AGENT'S SIGNATURE: **X**

Titled Owner

Upon sale or transfer, you must sign the title over to the purchaser. Section 49-526, Idaho Code, also requires you to file a release of liability statement* within five (5) days of delivery to the purchaser. To do so, **completely fill out the reverse side of the form**, and either (A) submit the form to your local county assessor's motor vehicle office with a \$2.00 fee, or (B) **attach to the form a \$2.00 check or money order** made payable to "Ada County Processing Center" and mail it to **Ada County Processing Center, P.O. Box 140019, Garden City, ID, 83714-0019**. In doing so, you will protect yourself from liability for the operation of the vehicle/vessel after it has been sold or transferred. If you are a lienholder, and the title is being sent directly to a dealer or purchaser, you may complete this form on behalf of the registered owner.

INSTRUCTIONS

1. This form is for registered owner transfers only. Do not submit when simply recording, removing, or changing lienholders.
2. Completely fill out the reverse side of this form. (If all fields in the form are not completed, the form may be invalid.)
3. Sign your name in the appropriate space. If you are signing for a business, print your job title and business name.
4. Your local County Assessor or the Ada County Processing Center **must receive the form within five days** of delivering the vehicle to the purchaser.
5. Give the top (released certificate of title) portion of the document to the buyer, who must use it to transfer ownership.

*Licensed Idaho motor vehicle or vessel dealers are not required to file release of liability statements.

Exhibit 1-13

CONFORMING IDAHO TITLE (8-05)

IDAHO CERTIFICATE OF TITLE	
<p>110-3517 (REV. 8-04) Cat. 5-01-475529-5</p> <p>VOID IF ALTERED. EAGLE WATERMARK VISIBLE IF HELD TO LIGHT</p> <p>GREAT SEAL OF THE STATE OF IDAHO</p>	
<p>Assignment of Title</p> <p>Federal and state law requires that you state the mileage when transferring ownership of a motor vehicle. Failure to complete or providing a false statement may result in fines and/or imprisonment.</p>	
<p>1 ODOMETER READING - Reading is actual unless indicated otherwise. (NO TENTHS): <input type="text"/> DATE: <input type="text"/></p> <p><input type="checkbox"/> In Excess of Mechanical Limits <input type="checkbox"/> Exempt</p> <p><input type="checkbox"/> Not Actual - Warning: Odometer Discrepancy <input type="checkbox"/> No Device</p>	<p>5 PURCHASER'S PRINTED NAME(S)</p> <p>A • SAMPLE</p> <p>B •</p>
<p>2 DATE SOLD: <input type="text"/> SELLING PRICE: <input type="text"/></p>	<p>6 ADDRESS</p> <p><input type="text"/></p>
<p>3 SELLER'S OR REPRESENTATIVE'S PRINTED NAME(S)</p> <p><input type="text"/></p>	<p>7 CITY <input type="text"/> STATE <input type="text"/> ZIP <input type="text"/></p>
<p>4 I certify, to the best of my knowledge, that the odometer reading reflects the actual mileage, unless otherwise indicated. I also hereby release my interest and transfer ownership to the named purchaser. I understand that I must file a release of liability statement within five days of delivering the vehicle to the purchaser.</p> <p>SELLER'S OR REPRESENTATIVE'S SIGNATURE:</p> <p>A <input checked="" type="checkbox"/></p> <p>B <input checked="" type="checkbox"/></p>	<p>8 I am aware that if I apply for title in Idaho, I must do so within 30 days of purchase or a \$20.00 late filing penalty may be due. I am also aware of the odometer certification made by the seller.</p> <p>PURCHASER'S OR REPRESENTATIVE'S SIGNATURE:</p> <p>A <input checked="" type="checkbox"/></p> <p>B <input checked="" type="checkbox"/> 2nd PURCHASER'S OR REPRESENTATIVE'S SIGNATURE (or representative's printed name)</p>
<p>Lienholder Section</p>	
<p>9 FIRST LIEN</p> <p><input type="text"/></p>	<p>SECOND LIEN</p> <p><input type="text"/></p>
<p>10 SIGNATURE RELEASING LIEN <input checked="" type="checkbox"/> DATE <input type="text"/></p>	<p>11 NEW LIENHOLDER'S NAME / LIEN-CREATION DATE</p> <p><input type="text"/></p>
<p>12 ADDRESS</p> <p><input type="text"/></p>	<p>13 CITY <input type="text"/> STATE <input type="text"/> ZIP <input type="text"/></p>

08-04TW

\$2.00 Fee

NOTICE OF RELEASE OF LIABILITY

\$2.00 Fee

PLEASE PRINT CLEARLY — ALL INFORMATION MUST BE COMPLETE — NOTIFICATION BY SELLER/TRANSFEROR IS MANDATORY

Vehicle or Hull Identification Number (VIN or HIN)	Year	Make	Body Style	Title Number
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Seller's/Transferor's Full Name: <input type="text"/>		Daytime Phone Number: <input type="text"/>		
Address: <input type="text"/>		City: <input type="text"/>	State: <input type="text"/>	Zip: <input type="text"/>
Odometer: <input type="text"/>	Selling Price: \$ <input type="text"/>	Date Delivered to Purchaser/Transferee: <input type="text"/>		
Purchaser's/Transferee's Full Name: <input type="text"/>		<input type="text"/>		
Address: <input type="text"/>		City: <input type="text"/>	State: <input type="text"/>	Zip: <input type="text"/>

I/we hereby request that the Idaho Transportation Department mark its records to indicate that the vehicle or vessel described above has been transferred. However, I/we understand that the title record will remain in my/our name(s) until a new Idaho Certificate of Title is applied for and issued, recording the name(s) of the new owner(s).

X

Signature of Seller(s)/Transferor(s)

— SEE REVERSE SIDE FOR MAILING/PAYMENT INSTRUCTIONS —

Exhibit 1-13 (continued)

BACK OF CONFORMING IDAHO TITLE (8-05)

ITD-3517 (Rev. 08-04) (reverse) * FEDERAL AND STATE LAW REQUIRES THAT YOU STATE THE MILEAGE WHEN TRANSFERRING OWNERSHIP OF A MOTOR VEHICLE *
* FAILURE TO COMPLETE OR PROVIDING A FALSE STATEMENT MAY RESULT IN FINES AND/OR IMPRISONMENT *

SECTION 1 - DEALER REASSIGNMENT ONLY			
ODOMETER READING <small>Reading is actual unless indicated otherwise. NO TENTHS</small> <input type="checkbox"/> In Excess of Mechanical Limits <input type="checkbox"/> Exempt <input type="checkbox"/> Not Actual - Warning Odometer Discrepancy <input type="checkbox"/> No Device	DATE <input type="text"/>	PURCHASER'S PRINTED NAME(S) <input type="text"/>	
DEALERSHIP NAME	DEALER NUMBER	ADDRESS	CITY STATE ZIP
ADDRESS		I am aware of the odometer certification made by the seller. <input checked="" type="checkbox"/>	
CITY STATE ZIP		2nd PURCHASER'S SIGNATURE (or representative's printed name): <input checked="" type="checkbox"/>	
DEALER/AGENT'S PRINTED NAME		LIENHOLDER'S NAME / LIEN CREATION DATE	
I certify, to the best of my knowledge, that the odometer reading reflects the actual mileage, unless otherwise indicated. I also hereby release my interest and transfer ownership to the named purchaser. DEALER/AGENT'S SIGNATURE: <input checked="" type="checkbox"/>		ADDRESS	
		CITY STATE ZIP	
SECTION 2 - DEALER REASSIGNMENT ONLY			
ODOMETER READING <small>Reading is actual unless indicated otherwise. NO TENTHS</small> <input type="checkbox"/> In Excess of Mechanical Limits <input type="checkbox"/> Exempt <input type="checkbox"/> Not Actual - Warning Odometer Discrepancy <input type="checkbox"/> No Device	DATE <input type="text"/>	PURCHASER'S PRINTED NAME(S) <input type="text"/>	
DEALERSHIP NAME	DEALER NUMBER	ADDRESS	CITY STATE ZIP
ADDRESS		I am aware of the odometer certification made by the seller. <input checked="" type="checkbox"/>	
CITY STATE ZIP		2nd PURCHASER'S SIGNATURE (or representative's printed name): <input checked="" type="checkbox"/>	
DEALER/AGENT'S PRINTED NAME		LIENHOLDER'S NAME / LIEN CREATION DATE	
I certify, to the best of my knowledge, that the odometer reading reflects the actual mileage, unless otherwise indicated. I also hereby release my interest and transfer ownership to the named purchaser. DEALER/AGENT'S SIGNATURE: <input checked="" type="checkbox"/>		ADDRESS	
		CITY STATE ZIP	
SECTION 3 - DEALER REASSIGNMENT ONLY			
ODOMETER READING <small>Reading is actual unless indicated otherwise. NO TENTHS</small> <input type="checkbox"/> In Excess of Mechanical Limits <input type="checkbox"/> Exempt <input type="checkbox"/> Not Actual - Warning Odometer Discrepancy <input type="checkbox"/> No Device	DATE <input type="text"/>	PURCHASER'S PRINTED NAME(S) <input type="text"/>	
DEALERSHIP NAME	DEALER NUMBER	CITY	STATE ZIP
ADDRESS		I am aware of the odometer certification made by the seller. <input checked="" type="checkbox"/>	
CITY STATE ZIP		2nd PURCHASER'S SIGNATURE (or representative's printed name): <input checked="" type="checkbox"/>	
DEALER/AGENT'S PRINTED NAME		LIENHOLDER'S NAME / LIEN CREATION DATE	
I certify, to the best of my knowledge, that the odometer reading reflects the actual mileage, unless otherwise indicated. I also hereby release my interest and transfer ownership to the named purchaser. DEALER/AGENT'S SIGNATURE: <input checked="" type="checkbox"/>		ADDRESS	
		CITY STATE ZIP	

Titled Owner

Upon sale or transfer, you must sign the title over to the purchaser. Section 49-526, Idaho Code, also requires you to file a release of liability statement* within five (5) days of delivery to the purchaser. To do so, **completely fill out the reverse side of the form**, and either (A) submit the form to your local county assessor's motor vehicle office with a \$2.00 fee, or (B) **attach to the form a \$2.00 check or money order** made payable to "Ada County Processing Center" and mail it to **Ada County Processing Center, P.O. Box 140019, Garden City, ID, 83714-0019**. In doing so, you will protect yourself from liability for the operation of the vehicle/vessel after it has been sold or transferred. If you are a lienholder, and the title is being sent directly to a dealer or purchaser, you may complete this form on behalf of the registered owner.

INSTRUCTIONS

1. This form is for registered owner transfers only. Do not submit when simply recording, removing, or changing lienholders.
2. Completely fill out the reverse side of this form. (If all fields in the form are not completed, the form may be invalid.)
3. Sign your name in the appropriate space. If you are signing for a business, print your job title and business name.
4. Your local County Assessor or the Ada County Processing Center **must receive the form within five days** of delivering the vehicle to the purchaser.
5. Give the top (released certificate of title) portion of the document to the buyer, who must use it to transfer ownership.


*Licensed Idaho motor vehicle or vessel dealers are not required to file release of liability statements.

EXHIBIT 1-14

CONFORMING IDAHO TITLE (1-08)

ID-5817 (REV 1-08) VEHICLE IDENTIFICATION NUMBER		YEAR		MAKE	BODY	MODEL	DESCRIPTION
123456		1955		CHEV	PK	TK	
SECOND VEHICLE IDENTIFICATION NUMBER		ODOMETER READING		DATE			
TITLE NUMBER		PRINT DATE		WEIGHT		LENGTH	WIDTH
2029804383		05/13/2010		EXEMPT		FEET	HORSEPOWER
OWNER'S NAME AND ADDRESS		OTHER PERTINENT DATA					
TEST, TMA SAMPLE ST NANPA, ID 83651		BONDED BOND RELEASE 05/13/13					
Warning: It is a felony to enter a false selling price, name, or address, or to alter or forge this document. Federal and State laws require you to close the mortgage when transferring motor vehicle ownership. Failure to complete this document or providing false information may result in fines and/or imprisonment.							
ODOMETER READING - Reading is actual unless indicated otherwise. (NO TESTS) DATE				PURCHASER'S PRINTED NAME(S)			
<input type="checkbox"/> In Event of Mechanical Lien <input type="checkbox"/> Not Actual - Warning: Odometer Discrepancy <input type="checkbox"/> Exempt <input type="checkbox"/> No Device				ADDRESS			
DATE SOLD: SELLING PRICE (see warning above)				CITY STATE ZIP			
SELLER'S OR REPRESENTATIVE'S PRINTED NAME(S)				CITY STATE ZIP			
I certify, to the best of my knowledge, that the information entered on this title is true and correct. I understand that it is a felony to enter a false selling price, name, or address, or to alter or forge this document. Federal and State laws require you to close the mortgage when transferring motor vehicle ownership. Failure to complete this document or providing false information may result in fines and/or imprisonment.				PURCHASER'S OR REPRESENTATIVE'S SIGNATURE:			
SELLER'S OR REPRESENTATIVE'S SIGNATURE				PURCHASER'S OR REPRESENTATIVE'S SIGNATURE (for representative's address, name)			
FIRST LIEN NONE				SECOND LIEN			
SIGNATURE RELEASING LIEN				SIGNATURE RELEASING LIEN			
DATE				DATE			
NEW LIENHOLDER'S NAME				ADDRESS			
CITY				STATE ZIP			
09844683				10			

EXHIBIT 1-15
CONFORMING IDAHO TITLE (1-10)

IDAHO	
CERTIFICATE OF TITLE	
	
<small>ITD-3517 (REV. 1-10) Cat.# 01-875529-8</small>	
Assignment of Title	
<small>Warning: It is a felony to enter a false selling price, name, or address, or to alter or forge this document. Federal and State laws require you to state the mileage when transferring motor vehicle ownership. Failure to complete this disclosure or providing false information may result in fines and/or imprisonment.</small>	
1 ODOMETER READING - Reading is actual unless indicated otherwise. (NO TENTHS): <input type="text"/> DATE: <input type="text"/> <input type="checkbox"/> In Excess of Mechanical Limits <input type="checkbox"/> Exempt <input type="checkbox"/> Not Actual - Warning: Odometer Discrepancy <input type="checkbox"/> No Device	5 1st PURCHASER'S PRINTED, FULL LEGAL NAME / IDAHO DRIVER'S LICENSE NO., OR SSN, (USE EIN IF BUSINESS) A <input type="text"/> 2nd PURCHASER'S PRINTED, FULL LEGAL NAME / IDAHO DRIVER'S LICENSE NO., OR SSN, (USE EIN IF BUSINESS) B <input type="text"/>
2 DATE SOLD: <input type="text"/> SELLING PRICE (see warning above) <input type="text"/>	6 MAILING ADDRESS AND PHYSICAL ADDRESS (IF DIFFERENT) <input type="text"/>
3 SELLER'S OR REPRESENTATIVE'S PRINTED NAME(S) <input type="text"/>	7 CITY <input type="text"/> STATE <input type="text"/> ZIP <input type="text"/>
4 I certify, to the best of my knowledge, that the odometer reading reflects the actual mileage, unless otherwise indicated. I also hereby release my interest and transfer ownership to the named purchaser. I understand that I must file a release of liability statement within five days of delivering the vehicle to the purchaser. SELLER'S OR REPRESENTATIVE'S SIGNATURE: A <input checked="" type="checkbox"/> B <input checked="" type="checkbox"/>	8 I am aware that if I apply for title in Idaho, I must do so within 30 days of purchase or a \$20.00 late filing penalty may be due. I am also aware of the odometer certification made by the seller. 1st PURCHASER'S SIGNATURE (OR REPRESENTATIVE'S SIGNATURE) A <input checked="" type="checkbox"/> 2nd PURCHASER'S SIGNATURE (OR REPRESENTATIVE'S PRINTED NAME) B <input checked="" type="checkbox"/>
Lienholder Section	
FIRST LIEN <div style="text-align: center; font-size: 2em; color: red; font-weight: bold;">SAMPLE</div>	SECOND LIEN <input type="text"/>
9 SIGNATURE RELEASING LIEN <input checked="" type="checkbox"/> DATE <input type="text"/>	10 SIGNATURE RELEASING LIEN <input checked="" type="checkbox"/> DATE <input type="text"/>
11 NEW LIENHOLDER'S NAME <input type="text"/>	12 ADDRESS <input type="text"/>
13 CITY <input type="text"/> STATE <input type="text"/> ZIP <input type="text"/>	

REV. 1-10 \$3.50 Fee*

NOTICE OF RELEASE OF LIABILITY

PLEASE PRINT CLEARLY — ALL INFORMATION MUST BE COMPLETE — NOTIFICATION BY SELLER/TRANSFEROR IS MANDATORY

Vehicle or Hull Identification Number (VIN or HIN)	Year	Make	Body Style	Title Number
Seller's/Transferor's Full Legal Name(s): _____ Daytime Phone: _____				
Seller's Idaho Drivers License Number(s) or Social Security Number(s): _____				
Address: _____ City: _____ State: _____ Zip: _____				
Odometer: _____ Selling Price: \$ _____ Date Delivered to Purchaser/Transferee: _____				
Purchaser's/Transferee's Full Legal Name(s) & Idaho Driver's License Number(s): _____				
Address: _____ City: _____ State: _____ Zip: _____ Daytime Phone: _____				

I/we hereby request that the Idaho Transportation Department mark its records to indicate that the vehicle or vessel described above has been transferred. However, I/we understand that the title record will remain in my/our name(s) until a new Idaho Certificate of Title is applied for and issued, recording the name(s) of the new owner(s).

X _____
Signature of Seller(s)/Transferor(s)

— SEE REVERSE SIDE FOR MAILING/PAYMENT INSTRUCTIONS —

*Fee effective January 1, 2010 and subject to change. Before sending this notice, please visit <http://www.itd.idaho.gov/dmv/> to verify the current fee.

EXHIBIT 1-15 (cont.)
CONFORMING IDAHO TITLE (1-10) – Back

ITD-3517 (Rev.1-10)
(reverse)

FEDERAL AND STATE LAWS REQUIRE YOU TO STATE THE MILEAGE WHEN TRANSFERRING MOTOR VEHICLE OWNERSHIP.
FAILURE TO COMPLETE THIS DISCLOSURE OR PROVIDING FALSE INFORMATION MAY RESULT IN FINES AND/OR IMPRISONMENT.

SECTION 1 - DEALER REASSIGNMENT ONLY			
ODOMETER READING <input type="text"/> DATE <input type="text"/>	1st PURCHASER'S PRINTED, FULL LEGAL NAME / IDAHO DRIVER'S LICENSE NO., OR SSN (USE EIN IF BUSINESS)		
<small>Reading is actual unless indicated otherwise. NO TENTHS</small> <input type="checkbox"/> In Excess of Mechanical Limits <input type="checkbox"/> Exempt <input type="checkbox"/> Not Actual-Warning Odometer Discrepancy <input type="checkbox"/> No Device	2nd PURCHASER'S PRINTED, FULL LEGAL NAME / IDAHO DRIVER'S LICENSE NO., OR SSN (USE EIN IF BUSINESS)		
DEALERSHIP NAME DEALER NUMBER	MAILING ADDRESS AND PHYSICAL ADDRESS (IF DIFFERENT) CITY STATE ZIP		
ADDRESS	I am aware of the odometer certification made by the seller.		
CITY STATE ZIP	1st PURCHASER'S (or representative's) SIGNATURE X		
DEALER/AGENT'S PRINTED NAME	2nd PURCHASER'S SIGNATURE (or representative's printed name): X		
I certify, to the best of my knowledge, that the odometer reading reflects the actual mileage, unless otherwise indicated. I also hereby release my interest and transfer ownership to the named purchaser. DEALER/AGENT'S SIGNATURE: X	LIENHOLDER'S NAME		
	LIENHOLDER'S ADDRESS CITY STATE ZIP		

SECTION 2 - DEALER REASSIGNMENT ONLY			
ODOMETER READING <input type="text"/> DATE <input type="text"/>	1st PURCHASER'S PRINTED, FULL LEGAL NAME / IDAHO DRIVER'S LICENSE NO., OR SSN (USE EIN IF BUSINESS)		
<small>Reading is actual unless indicated otherwise. NO TENTHS</small> <input type="checkbox"/> In Excess of Mechanical Limits <input type="checkbox"/> Exempt <input type="checkbox"/> Not Actual-Warning Odometer Discrepancy <input type="checkbox"/> No Device	2nd PURCHASER'S PRINTED, FULL LEGAL NAME / IDAHO DRIVER'S LICENSE NO., OR SSN (USE EIN IF BUSINESS)		
DEALERSHIP NAME DEALER NUMBER	MAILING ADDRESS AND PHYSICAL ADDRESS (IF DIFFERENT) CITY STATE ZIP		
ADDRESS	I am aware of the odometer certification made by the seller.		
CITY STATE ZIP	1st PURCHASER'S (or representative's) SIGNATURE X		
DEALER/AGENT'S PRINTED NAME	2nd PURCHASER'S SIGNATURE (or representative's printed name): X		
I certify, to the best of my knowledge, that the odometer reading reflects the actual mileage, unless otherwise indicated. I also hereby release my interest and transfer ownership to the named purchaser. DEALER/AGENT'S SIGNATURE: X	LIENHOLDER'S NAME		
	LIENHOLDER'S ADDRESS CITY STATE ZIP		

SECTION 3 - DEALER REASSIGNMENT ONLY			
ODOMETER READING <input type="text"/> DATE <input type="text"/>	1st PURCHASER'S PRINTED, FULL LEGAL NAME / IDAHO DRIVER'S LICENSE NO., OR SSN (USE EIN IF BUSINESS)		
<small>Reading is actual unless indicated otherwise. NO TENTHS</small> <input type="checkbox"/> In Excess of Mechanical Limits <input type="checkbox"/> Exempt <input type="checkbox"/> Not Actual-Warning Odometer Discrepancy <input type="checkbox"/> No Device	2nd PURCHASER'S PRINTED, FULL LEGAL NAME / IDAHO DRIVER'S LICENSE NO., OR SSN (USE EIN IF BUSINESS)		
DEALERSHIP NAME DEALER NUMBER	MAILING ADDRESS AND PHYSICAL ADDRESS (IF DIFFERENT) CITY STATE ZIP		
ADDRESS	I am aware of the odometer certification made by the seller.		
CITY STATE ZIP	1st PURCHASER'S (or representative's) SIGNATURE X		
DEALER/AGENT'S PRINTED NAME	2nd PURCHASER'S SIGNATURE (or representative's printed name): X		
I certify, to the best of my knowledge, that the odometer reading reflects the actual mileage, unless otherwise indicated. I also hereby release my interest and transfer ownership to the named purchaser. DEALER/AGENT'S SIGNATURE: X	LIENHOLDER'S NAME		
	LIENHOLDER'S ADDRESS CITY STATE ZIP		

Titled Owner

Upon sale or transfer, you must sign the title over to the purchaser. Section 49-526, Idaho Code, also requires you to file a release of liability statement* within five (5) days of delivery to the purchaser. To do so, **completely fill out the reverse side of the form**, and either (A) submit the form to your local county assessor's motor vehicle office with a \$3.50** fee, or (B) **attach to the form a \$3.50** check or money order** made payable to "Ada County Processing Center" and mail it to **Ada County Processing Center, P.O. Box 140019, Garden City, ID, 83714-0019**. In doing so, you will protect yourself from liability for the operation of the vehicle/vessel after it has been sold or transferred. If you are a lienholder, and the title is being sent directly to a dealer or purchaser, you may complete this form on behalf of the registered owner.

INSTRUCTIONS

1. This form is for registered owner transfers only. Do not submit when simply recording, removing, or changing lienholders.
2. Completely fill out the reverse side of this form. (If all fields in the form are not completed, the form may be invalid.)
3. Sign your name in the appropriate space. If you are signing for a business, print your job title and business name.
4. Your local County Assessor or the Ada County Processing Center **must receive the form within five days** of delivering the vehicle to the purchaser.
5. Give the top (released certificate of title) portion of the document to the buyer, who must use it to transfer ownership.

*Licensed Idaho motor vehicle or vessel dealers are not required to file release of liability statements.

**Fee effective January 1, 2010 and subject to change. Before sending this notice, please visit <http://www.itd.idaho.gov/dmv> to verify the current fee.

Exhibit 1-16

Conforming Idaho Title (6-13)-Front

IDaho CERTIFICATE OF TITLE	
ITD 3517 (Rev. 06-13) Supply # 018755298	
	
Assignment of Title	
Warning: It is a felony to enter a false selling price, name, or address, or to alter or forge this document. Federal and State laws require you to state the mileage when transferring motor vehicle ownership. Failure to complete or providing false information may result in fines and/or imprisonment.	
Odometer Reading - Reading is actual unless indicated otherwise 1 (No tenths) <input type="text"/> Reading Date <input type="text"/>	
<input type="checkbox"/> In Excess of Mechanical Limits <input type="checkbox"/> Exempt <input type="checkbox"/> Not Actual - Warning: Odometer Discrepancy <input type="checkbox"/> No Device	
2 Date Sold	3 Selling Price (See warning above)
4 Seller's or Representative's Printed Name(s)	5 1 st Purchaser's Full Printed Legal Name / Idaho Driver's License No. or SSN; EIN if Business
6	7 2 nd Purchaser's Full Printed Legal Name / Idaho Driver's License No. or SSN; EIN if Business
8	9 Mailing Address and Physical Address (if different)
10	11 City State Zip
I certify, to the best of my knowledge, that the odometer reading reflects the actual mileage, unless otherwise indicated. I also hereby transfer ownership to the named purchaser. I realize I must file a release of liability statement within five days of delivering the vehicle to the purchaser.	
Seller's or Representative's Signature A <input checked="" type="checkbox"/> B <input checked="" type="checkbox"/>	
Lienholder Section	
12 First Lien	13 Second Lien
<div style="font-size: 48px; color: red; opacity: 0.5;">SAMPLE</div>	
14 Signature Releasing Lien	15 Date
16	17 Signature Releasing Lien
18	19 Date
20	21 New Lienholder's Name
22	23 Address
24	25 City State Zip

(Rev. 06-13) \$3.50 Fee* Release of Liability Statement \$3.50 Fee*	
Please Print Clearly - All Information Must Be Complete - Notification by Seller/Transferor is Mandatory for Motor Vehicles	
Vehicle or Hull Identification Number (VIN/HIN)	Year Make Body Title Number
Seller's Full Legal Name	Purchaser's Full Legal Name
Idaho Driver's License Number or SSN; EIN if Business	Idaho Drivers License Number or SSN; EIN if Business
Physical Address City State Zip	Physical Address City State Zip
Odometer Reading	Selling Price \$
Date Vehicle Delivered to Purchaser(s)	- See reverse side for mailing and payment instructions -

I hereby request that the Idaho Transportation Department mark its records to show the vehicle described above has been transferred. I understand that the title record will remain in my name until a new Idaho Certificate of Title is applied for and issued in the name(s) of the new owner(s).

Seller's/Transferor's Signature ☒

*Fee effective January 1, 2010 and subject to change. Before sending this notice, please visit dmv.idaho.gov to verify the current fee.

Exhibit 1-16 (cont.)

Conforming Idaho Title (6-13)-Back

ITD 3517 (Rev. 06-13)
Reverse

Federal and State laws require you to state the mileage when transferring motor vehicle ownership. Failure to complete this disclosure or providing false information may result in fines and/or imprisonment.

Section 1 - Dealer Reassignment Only			
Odometer Reading (No tenths) Reading is actual unless indicated otherwise: Date: 		1 st Purchaser's Printed Full Legal Name / Idaho Driver's License No. or SSN, EIN if Business	
<input type="checkbox"/> In Excess of Mechanical Limits <input type="checkbox"/> Not Actual - Warning: Odometer Discrepancy		<input type="checkbox"/> Exempt <input type="checkbox"/> No Device	
Dealership Name: 		Dealer Number: 	
Address: 		Mailing Address and Physical Address (if different): City: State: Zip: 	
City: State: Zip: 		I am aware of the odometer statement made by the seller. 1 st Purchaser's or Representative's Signature: 	
I certify, to the best of my knowledge, that the odometer reading reflects the actual mileage, unless otherwise indicated. I also hereby transfer ownership to the named purchaser(s). Dealer Agent's Printed Name: 		2 nd Purchaser's Signature or Representative's Printed Name: 	
Dealer Agent's Signature: 		Lienholder's Name: 	
X		Lienholder's Address: City: State: Zip: 	
Section 2 - Dealer Reassignment Only			
Odometer Reading (No tenths) Reading is actual unless indicated otherwise: Date: 		1 st Purchaser's Printed Full Legal Name / Idaho Driver's License No. or SSN, EIN if Business	
<input type="checkbox"/> In Excess of Mechanical Limits <input type="checkbox"/> Not Actual - Warning: Odometer Discrepancy		<input type="checkbox"/> Exempt <input type="checkbox"/> No Device	
Dealership Name: 		Dealer Number: 	
Address: 		Mailing Address and Physical Address (if different): City: State: Zip: 	
City: State: Zip: 		I am aware of the odometer statement made by the seller. 1 st Purchaser's or Representative's Signature: 	
I certify, to the best of my knowledge, that the odometer reading reflects the actual mileage, unless otherwise indicated. I also hereby transfer ownership to the named purchaser(s). Dealer Agent's Printed Name: 		2 nd Purchaser's Signature or Representative's Printed Name: 	
Dealer Agent's Signature: 		Lienholder's Name: 	
X		Lienholder's Address: City: State: Zip: 	
Section 3 - Dealer Reassignment Only			
Odometer Reading (No tenths) Reading is actual unless indicated otherwise: Date: 		1 st Purchaser's Printed Full Legal Name / Idaho Driver's License No. or SSN, EIN if Business	
<input type="checkbox"/> In Excess of Mechanical Limits <input type="checkbox"/> Not Actual - Warning: Odometer Discrepancy		<input type="checkbox"/> Exempt <input type="checkbox"/> No Device	
Dealership Name: 		Dealer Number: 	
Address: 		Mailing Address and Physical Address (if different): City: State: Zip: 	
City: State: Zip: 		I am aware of the odometer statement made by the seller. 1 st Purchaser's or Representative's Signature: 	
I certify, to the best of my knowledge, that the odometer reading reflects the actual mileage, unless otherwise indicated. I also hereby transfer ownership to the named purchaser(s). Dealer Agent's Printed Name: 		2 nd Purchaser's Signature or Representative's Printed Name: 	
Dealer Agent's Signature: 		Lienholder's Name: 	
X		Lienholder's Address: City: State: Zip: 	

Titled Owner

Upon sale or transfer, you must sign the title over to the purchaser. Section 49-526, Idaho Code, also requires you to file a release of liability statement* within five (5) days of delivery to the purchaser. To do so, **completely fill out the reverse side of the form**, and either (A) submit the form to your local county assessor's motor vehicle office with a \$3.50** fee, or (B) **attach to the form a \$3.50** check or money order** made payable to "Ada County Processing Center" and mail it to **Ada County Processing Center, P.O. Box 140019, Garden City ID 83714-0019**. In doing so, you will protect yourself from liability for the operation of the vehicle/vessel after it has been sold or transferred. If you are a lienholder, and the title is being sent directly to a dealer or purchaser, you may complete this form on behalf of the registered owner.

Instructions

1. This form is for titled owner transfers only. Do not submit when simply recording, removing, or changing lienholders.
2. Completely fill out the reverse side of this form. (If all fields in the form are not completed, the form may be invalid.)
3. Sign your name in the appropriate space. If you are signing for a business, print your job title and business name.
4. Your local County Assessor or the Ada County Processing Center **must receive the form within five days** of delivering the vehicle to the purchaser.
5. Give the top (released certificate of title) portion of the document to the buyer, who must use it to transfer ownership.

*Licensed Idaho motor vehicle or vessel dealers are not required to file release of liability statements.

**Fee effective January 1, 2010 and subject to change. Before sending this notice, visit dmv.idaho.gov to verify the current fee.

1.9 DUPLICATE TITLE PROCESS

An applicant can apply for a duplicate title if the original title has been lost, mutilated, or is illegible. If the title has been mutilated or is illegible, it must be attached to the duplicate application. Titles are generally not considered to be “lost” if the owner knows where the title is, even though he may contend it is “lost to him”. For example, if there are two owners on a title who have developed a contentious relationship, and it is known that Owner A has the title, Owner B cannot apply for a duplicate title. The matter must be addressed civilly.

Only the titled owner or the lienholder of record or their appointed agent or legal representative may apply for a duplicate title.

- Examples of a legal or appointed representatives include, but are not limited to:
 - Bankruptcy – Bankruptcy Trustee
 - Deceased’s Estate – Personal Representative, Executor, Administrator, priority heir (estate not probated), etc.
 - Power of Attorney – Attorney in fact (must be notarized)
 - Minor Child – Parent or Guardian
 - Incompetent Person – Conservator
- Dealers and financial institutions may, in the course of their business, aid their customers in completing a duplicate title application. Examples could be when an individual has lost their title and is trading the vehicle in to a dealer or the customer needs to have a lien added.
- Dealers or financial institutions may also apply for a duplicate title if they are the lienholder of record and they have lost the title.
- Dealers or financial institutions may aid their customers in this process with a notarized Power of Attorney.

The ITD 3367, Application for Duplicate Idaho Title, is shown in Exhibit 1-16. The instructions for preparing the application are found on the reverse side of the ITD 3367 (see Exhibit 1-16).

The following questions and answers provide additional information for preparing the application.

Can ownership be transferred when applying for a duplicate title?

Previous to July 1, 2010 the answer was no, however beginning July 1, 2010 a duplicate with a transfer of interest will be allowed on vehicles which are exempt from odometer requirements or have no odometer, such as boats, trailers, etc. Use form # ITD-3369.

If some of the information required to complete the duplicate application is missing, how can it be obtained?

Title information can be obtained at the county assessor auto licensing office, over the counter, or through the mail for a fee. Title records are also available on the internet through Access Idaho, the State of Idaho’s portal provider, 24 hours a day, and seven days a week. For more information, go to <http://www.itd.idaho.gov>.

If the person applying for the duplicate title is not the owner or lienholder shown on ITD's records, the application will be voided.

Does the signature on a duplicate title application

Yes. (In lieu of a notary, an ITD agent or employee may certify the signature.) All applicants will be required to provide proof of identity. For transfers, all owners must provide Idaho Driver's License or ID

<i>have to be notarized?</i>	numbers. If they do not have any Idaho identification, they must provide their SSN, ITIN or complete and sign a Certification Of No EIN/SSN (ITD 3823).
<i>Does a duplicate title have special markings on it?</i>	Yes. The duplicate notation is shown in the top center of the title, just under the top border..
<i>Can a dealer transfer title to a third party using an application for duplicate title?</i>	Yes. A dealer may apply for a duplicate title for any trade in vehicle and transfer interest to a new buyer if the vehicle is exempt from odometer disclosure or does not have an odometer. IF a power of attorney is used to apply for duplicate for the original owner, the power of attorney will have to be notarized and the duplicate transfer application also will have to be notarized. Use ITD-3369 to apply. Only dealers may give a trade credit. They will attach the ITD-0502 Application for Title and Report of Sale with these details.
<i>Can a lienholder who is repossessing a vehicle transfer title to a third party using an application for duplicate title?</i>	Yes. A recorded lienholder who is repossessing a vehicle but has lost the Idaho title may complete a repossession with duplicate title transfer for a qualifying vehicle by completing both the repossession affidavit and the application for duplicate title transfer. . IF a power of attorney is used to apply for duplicate for the lienholder, the power of attorney will have to be notarized and the duplicate transfer application also will have to be notarized. Use ITD-3369 to apply.
<i>Can a duplicate title be mailed to a third party?</i>	<p>Yes. Any time an owner of record signs the application for duplicate title, or whenever a lienholder of record signs the application (and has not previously recorded a lien release), the title may be mailed to wherever (s)he specifies in Section #4 of the application. Likewise, if a person has been granted power of attorney by the owner or lienholder, (s)he may direct that the title be mailed to a third party by signing the application, and providing an original or verified copy of the power of attorney.</p> <p>If there is an existing lien shown on the title record, the lien must be released on the duplicate application or a separate lien release with a complete vehicle description must be submitted.</p>
<i>Does an owner or lienholder have to complete a title application when applying for a duplicate?</i>	Yes, a duplicate application for title must be completed.
<i>What if the applicant does not want a lien that was shown on the original title to be recorded on the duplicate?</i>	Then the lienholder must sign a release, either on the duplicate application form or a separate statement. The release must show the vehicle year, make, and VIN.
<i>If the current title record shows a lien and a lien clearance has been recorded, may the lienholder apply for a duplicate title?</i>	<p>This depends on what is occurring with the application. If there is a lien clearance recorded on the current title record, the lienholder may apply for a duplicate if the title is being issued without the lien, and the title is being mailed to the owner.</p> <p>If the lienholder is re-adding their lien, or if they are requesting that the title be mailed to them, i.e., c/o their address, they may apply for</p>

duplicate title only if the owner co-signs the application, or provides separate written consent or authorization for the lienholder to apply.

If the title is being mailed to a third party (i.e., a dealer), either the owner must sign the duplicate application, or a bill of sale or power of attorney from the owner must be included with the application.

Exhibit 1-17

ITD 3367 (Rev. 08-10)
Supply # 01-857105-8

Duplicate Idaho Title Application Idaho Transportation Department



This form must be notarized. Only the owner or lienholder of record or their agent may apply for a duplicate title.

- To ensure proper processing of your application, use the step-by-step instructions on page 2.
- This form cannot be used to transfer ownership to a new buyer or transferee. To transfer ownership use form ITD 3369.
- Take the completed application to any county motor vehicle office. Checks are made payable to that county; or mail the completed application to the following address with a check for the applicable fee made payable to Ada County.

Physical Address

Ada County Processing Center
9115 Chinden Blvd
Garden City ID 83714

Mailing Address

Ada County Processing Center
PO Box 140019
Garden City ID 83714

Be Sure to Include the Proper Fee - Do Not Send Cash

Regular Duplicate Fee - \$14.00
Title Search Fee - \$7.00*
RUSH Duplicate Fee - \$40.00

Vehicle/Vessel Information - Required	
SECTION 1	<div>Vehicle/Hull Identification Number*</div> <div>Title Number*</div> <div>Year</div> <div>Make</div> <div>Model</div>
*BOTH the Vehicle/Hull Identification Number and Title Number are necessary to locate your record. Your Registration should have both numbers. If your Registration is not available, contact any county vehicle licensing office for this information. Include an additional \$7.00 title search fee if either is left blank.	
SECTION 2	<div>Original Owner Information and Lienholder Information as Shown on Current Title - Required</div> <div>Owner #1 - Name Shown on Original Title <input type="checkbox"/> Or <input type="checkbox"/> And <input type="checkbox"/> LSR <input type="checkbox"/> DBA</div> <div>Owner #2 - Name Shown on Original Title <input type="checkbox"/> Or <input type="checkbox"/> And <input type="checkbox"/> LSE <input type="checkbox"/> DBA</div> <div>Owner #3 - Name Shown on Original Title</div> <div>Lienholder of Record</div> <div>City, State, Zip</div>
SECTION 3	<div>Mail Title to Different Address</div> <div>Complete only if the duplicate title is to be mailed to an address other than the address shown above for owner or lienholder</div> <div>C/O Name</div> <div>Address (Street, City, State, Zip)</div>
SECTION 4	<div>To Release Lien on Original Title</div> <div>Lienholder of Record</div> <div>Authorized Representative's Name (Print)</div> <div>Authorized Representative's Signature</div> <div>X</div> <div>Date</div>
SECTION 5	<div>Owner Information to be Shown on Duplicate Title - Required*</div> <div>Owner #1 - Full Legal Name (Last, First, Middle) or Business Name <input type="checkbox"/> Or <input type="checkbox"/> And <input type="checkbox"/> LSR <input type="checkbox"/> DBA</div> <div>Idaho Driver's License Number or SSN / EIN if Business</div> <div>Owner #2 - Full Legal Name (Last, First, Middle) or Business Name <input type="checkbox"/> Or <input type="checkbox"/> And <input type="checkbox"/> LSE <input type="checkbox"/> DBA</div> <div>Idaho Driver's License Number or SSN / EIN if Business</div> <div>Owner #3 - Full Legal Name (Last, First, Middle) or Business Name</div> <div>Complete Physical Address of Owner's Current Legal Residence or Business</div> <div>Owner's Current Mailing Address (if different)</div> <div>Added Owner's Signature</div> <div>X</div> <div>*This section will be used to correct our records, add, drop and/or change a name. SSN and DL numbers will not be printed on Title. (See Page 2)</div>
SECTION 6	<div>To Add New Lien to Duplicate Title</div> <div>Lienholder's Name</div> <div>Address</div> <div>City, State, Zip</div>
SECTION 7	<div>Owner's or Lienholder of Record's Signature With Notary - Required</div> <div>I hereby make application for duplicate title for the vehicle/vessel described above. The original title has been lost unless otherwise indicated. <input type="checkbox"/> Illegible <input type="checkbox"/> Mutilated (Please attach the old title if either of the above are checked). I certify under penalty of law that all statements contained in this application are true and correct. I realize that I cannot use this form to sell this vehicle/vessel. I hereby authorize the new title to be issued in the name(s) shown in Section 5. The signature below is my true and legal signature.</div> <div>X</div> <div>X</div> <div>Daytime Phone Number (Include Area Code)</div> <div>Subscribed and sworn before me this _____ day of _____ year _____</div> <div>SEAL or STAMP</div> <div>Notary Public's or Idaho Transportation Department Agent's Signature</div>

Exhibit 1-17 (continued)

ITD 3367 (Rev. 08-10)
Supply # 01-857105-8

Duplicate Idaho Title Application Idaho Transportation Department

Instructions

For signatures, remember:

- If an agent signs this form for any applicant's signature, either the original document appointing the agent (e.g., power of attorney) or a copy verified to be a true copy of the original must be attached. The power of attorney must include a complete vehicle/vessel description and be signed by the grantor with the grantor's signature notarized.
- If two owners of record were shown on the original title, either may sign if their names were connected by "OR", but both must sign if their names were connected by "AND".
- If the lienholder of record is applying, enter the business name with an authorized party's signature and job title.
- **The applicant's signature must be either notarized or witnessed by an assessor or deputy assessor, or it will not be processed.**
- A signature from the lienholder in Section 7 **does not** release their lien.

Note	Sections 1, 2, 5, and 7 are required to be filled out completely and correctly.
Section 1	Enter the complete vehicle or hull description. Both the vehicle/hull identification number and title number must be listed. Also include model year, make, model, and description.
Section 2	List the current owner of record. If there are two owners, check the "OR" or "AND," whichever appeared on the original title, and list the second owner. If an individual is "doing business as" a company name, check DBA. List the current lienholder information and mailing address.
Section 3	If the duplicate title is to be mailed to a party other than the owner or lienholder, list the address in this section.
Section 4	This section is to be completed and signed by the lienholder of record if they wish to release their lien. A separate release attached to the duplicate application is also acceptable. If an existing lien shown on the title record has not been released, <u>the duplicate title will be issued with the lien and mailed to the lienholder.</u>
Section 5	Completing this section accurately will ensure <u>your title</u> and our records are correct. List the <u>full legal names of all</u> owners to be shown on the new duplicate title. Check "OR" or "AND", if there are two or more owners. If an individual is "doing business as" a company name, check "DBA". Provide Idaho Drivers License numbers or Idaho ID Card numbers, or SSN for owners 1 and 2. List the primary owner's current physical address, and mailing address if different. If "AND" is checked, any owner that did not appear on the original title must sign here. A name can only be added or removed if an owner on the original title has signed Section 7.
Section 6	Complete this section to add a new lien to the duplicate title.
Section 7	It is presumed that your title has been lost. If it has not been lost, but is illegible or mutilated, check the appropriate box and attach the title.

Mail this completed application and a check for the proper fees, as indicated below. Make check payable to Ada County, and mail to the address on page 1; **or**

You may bring this form to your local county assessor's motor vehicle office with the fees listed. Make your check out to that county.

Duplicate Idaho Title Fee - \$14.00	Include a \$14.00 duplicate Idaho title fee with this completed application.
Title Search Fee - \$7.00	If you do not have <u>both</u> the vehicle/hull identification number <u>and</u> the title number, add \$7.00 for a title record search to the \$14.00 duplicate title fee, for a total of \$21.00. (The title number and VIN/HIN can be found on your Idaho Registration.)
RUSH Fee - \$26.00	For "RUSH" service, add \$26.00 to the \$14.00 duplicate title fee for a total of \$40.00.

Failure to complete any of the above requirements will result in the application being returned.

Faxed copies are not acceptable.

If you have questions, please contact the Title Assistance Unit at (208) 334-8663, Monday through Friday from 8:30 a.m. to 5:00 p.m. Mountain time.

Thank You

Exhibit 1-18
Duplicate Title Application with Ownership Transfer



**Duplicate Idaho Title Application
With Ownership Transfer**

ITD 3369 (Rev. 07-14)
Supply # 019571511

Important: This form may be used only for vehicles at least ten years old, vehicles designed with no odometer (e.g. trailers, campers, some off-highway vehicles), vehicles with a gross vehicle weight over 16,000 pounds, and vessels.

Warning to the Buyer - The following must be complete or you will not receive a title. The buyer must be an Idaho resident.

- The owner of record has signed Section 7, and their signature has been notarized.
- Any lien recorded on the currently recorded title has been released. If unsure, check with your local county motor vehicle office or the Idaho Transportation Department at (208) 334-8663.

Note: To ensure proper processing and mailing, use the step-by-step instructions on page 2.

Section 1	Vehicle/Vessel Information - Required				
	Vehicle/Hull Identification Number	Title Number	Year	Make	Model
	<small>*Both the Vehicle/Hull Identification Number and Title Number are necessary to locate your record. Your Registration should have both numbers. If your Registration is not available, contact any county vehicle licensing office for this information. Include an additional \$7.00 title search fee if either is left blank.</small>				
Section 2	Owner of Record (Seller) / Lienholder Information as Shown on Current Title - Required				
	Owner(s) - Name(s) Shown on Currently Recorded Title <input type="checkbox"/> Or <input type="checkbox"/> And				
	Selling Price (See Section 7) Sales Tax (6%) Date Sold				
	Lienholder of Record				
	City	State	Zip		
Section 3	Purchaser's / Transferee's Information - Required				
	Purchaser #1 - Full Legal Name/ID Driver's No. or SSN, <u>or</u> Business Name /EIN <input type="checkbox"/> Or <input type="checkbox"/> And <input type="checkbox"/> LSR <input type="checkbox"/> DBA				
	Purchaser #2 - Full Legal Name/ID Driver's No. or SSN, <u>or</u> Business Name /EIN <input type="checkbox"/> Or <input type="checkbox"/> And <input type="checkbox"/> LSR <input type="checkbox"/> DBA				
	Purchaser #3 - Full Legal Name/ID Driver's No. or SSN, <u>or</u> Business Name /EIN				
	New Owner's Physical Address			State	Zip
	New Owner's Mailing Address			State	Zip
	Purchaser or Representative's Signature(s)				
	X				
	X				
Section 4	To Release Lien on Current Title				
	Lienholder of Record				
	Address				
	City	State	Zip		
	Authorized Representative's Signature				Date
	X				
Section 5	To Record Lien on Purchaser's/Transferee's New Title				
	Lienholder Name				
	Address				
	City	State	Zip		
Section 6	Dealer Reassignment - Dealer Use Only - Purchaser Information				
	Dealership Name		Dealer Number		Purchaser #1 - Full Legal Name/ID Driver's No. or SSN, <u>or</u> Business Name /EIN <input type="checkbox"/> Or <input type="checkbox"/> And <input type="checkbox"/> LSR <input type="checkbox"/> DBA
	Address				Purchaser #2 - Full Legal Name/ID Driver's No. or SSN, <u>or</u> Business Name /EIN <input type="checkbox"/> Or <input type="checkbox"/> And <input type="checkbox"/> LSR <input type="checkbox"/> DBA
	City	State	Zip		Purchaser #3 - Full Legal Name/ID Driver's No. or SSN, <u>or</u> Business Name /EIN
	Dealer Agent's Name (Printed)			New Owner's Physical and Mailing Address(es) State Zip	
	Dealer Agent's Signature Releasing Interest in Vehicle			Date	Purchaser or Representative's Signature(s)
	X				X
					X
Section 7	Owner or Lienholder of Record's Notarized Signature - Required				
	I hereby make application for a duplicate title for the vehicle/vessel described above. The original title has been lost unless otherwise indicated. <input type="checkbox"/> Illegible <input type="checkbox"/> Mutilated (Attach the title if either box is checked)				
	I also transfer all interest in this vehicle or vessel to the party listed in Section 3. I understand it is a felony to enter a false selling price, name, or address on this document. The signature below is my true and legal signature. I certify under penalty of perjury pursuant to the law of the State of Idaho that the foregoing is true and correct.				
	Original Owner's Name (Printed)		Daytime Phone Number		
	Signature(s)		Date		
	X				
	X				
	Subscribed and sworn before me this _____ day of _____, 20____				
	Seal or Stamp				
	Notary Public or Idaho Transportation Department Agent's Signature				
	X				

Exhibit 1-18 (cont.)
Duplicate Title Application with Ownership Transfer (back)



Instructions

ITD 3369 (Rev. 07-14)
Supply # 019571511

If you have questions, contact your local county assessor's motor vehicle office or the Idaho Transportation Department's Title Assistance Unit at (208) 334-8663, Monday through Friday from 8:30 a.m. to 5:00 p.m. Mountain time.

For signatures, remember:

- If a representative signs this form on behalf of any applicant, an original power of attorney, or a copy verified to be a true copy of the original, must be attached. The power of attorney must include a complete vehicle/vessel description and be signed by the grantor in the presence of a notary public. (Power of Attorney forms can be found at dmv.idaho.gov.)
- If more than one owner of record is shown on the current title/title record, any owner may sign if their names are connected by "OR", but all must sign if their names are connected by "AND".
- If the lienholder on the title/title record is applying, enter the business name with an authorized party's signature and job title. This application must be accompanied by a repossession affidavit or a release of interest from the owner of record.
- The applicant's signature must be either notarized or witnessed by an assessor or deputy assessor, or the application will not be processed.

Note	Sections 1, 2, 3, and 7 are required to be filled out completely and correctly. In all cases, failure to complete <u>any</u> of the <u>required sections</u> will result in the application being returned.
Section 1	Enter the complete vehicle or vessel description. Both the vehicle/hull identification number and title number must be listed. Also include model year, make, model, and description.
Section 2	Enter the owner(s) shown on the current title/title record. If more than one owner is listed, check the "Or" or "And", whichever appears on the original title, and list all the owners.
Section 3	Purchaser information is entered here for all parties and must include full legal name, and either an Idaho driver's license number, an Idaho ID card number, or SSN. Businesses and trust names must include full legal entity name and Employer Identification Number (EIN). Check the appropriate selection in the "Or, And, LSR, DBA" boxes. Multiple owners with "And" selected must all sign in this section.
Section 4	This section is to be signed by the lienholder shown on the title/title record if they wish to release their lien. A separate release attached to the duplicate application is also acceptable. If an existing lien shown on the title record has not been released, <u>the duplicate title will be issued with the lien and mailed to the lienholder.</u>
Section 5	Complete this section to add a new lien to the duplicate title. If this section is not completed, the title will be mailed to the purchaser.
Section 6	Dealers must complete this section <u>in full</u> when reassigning this vehicle with a duplicate application. This section cannot be completed by anyone other than a licensed dealer.
Section 7	It is presumed that your title has been lost. If it has not been lost, but is illegible or mutilated, check the appropriate box and attach the title. The owner(s) or lienholder shown on the current title/title record or their agent must print their name(s) legibly and sign in front of a notary public, an assessor, or a deputy assessor. Please provide a daytime phone number where you can be contacted.

Faxed copies are not acceptable.

You may bring this form to any local county assessor's motor vehicle office with the proper fees and taxes as listed below. Make your check payable to that county.

You may also mail the completed application and a check made payable to Ada County for the proper fees and taxes as indicated below.

Mail to: Ada County Processing Center
PO Box 140019
Garden City, ID 83714

Fees and Taxes - If transferring ownership, sales/use tax of 6% of the purchase price must be included in addition to the fees shown below.*

Duplicate Idaho Title with Transfer Fee - \$14.00	
Sales/Use Tax* - 6% of purchase price shown in Section 2.	
Title Search Fee - \$7.00	If you do not have <u>both</u> the vehicle/hull identification number <u>and</u> the title number, add \$7.00 for a title record search to the \$14.00 duplicate title fee, for a total of \$21.00. (The title number and VIN/HIN can be found on your Idaho Registration.)
RUSH Duplicate Idaho Title with Transfer Fee - \$40.00	For "RUSH" service, add \$26.00 to the \$14.00 duplicate Idaho title with transfer fee for a total of \$40.00.

* If a tax exemption applies, the proper exemption form must be completed, signed by required parties, and attached to this application. Tax exemption forms can be found at your county assessor's motor vehicle office, or at dmv.idaho.gov (select "Vehicle Services" and then under "Forms and Other Information", select "Vehicle Titling" and then "Sales Tax Exemption Forms")

1.10 30-DAY TEMPORARY REGISTRATION

See Exhibit 1-18 for the application (ITD 3763) and Exhibit 1-19 for the permit (ITD 3520).

The following questions and answers provide information regarding temporary registrations.

When is a 30-Day Temporary Registration issued?

A dealer sells a 30-day temporary registration to any out-of-state purchasers to use the vehicle in Idaho before returning to his home state to register and title the vehicle.

What is the procedure for issuing 30-day temporary registrations?

Examine a photo identification card belonging to the customer, preferably a driver's license.

Complete the 30-day temporary registration.

Give the original of the temporary registration form to the customer, with instructions to place it in the rear window of the vehicle.

Keep the carbon copy of the temporary registration in the form book until all of the permits in the book are sold. (Temporary registration forms are issued to dealers by ITD in books of twenty.)

What about sales to Idaho residents?

The pink copy of the title application, which serves as a 72-hour permit, should be completed and given to the purchaser to allow for operation of the vehicle and registration at the county assessor's office.

Where do you get 30-Day Temporary Registration forms?

The forms are available from the Dealer Licensing Unit in pads of twenty for \$180. If a dealer purchased these books prior to January 1, 2010, cost was \$100 and a temporary registration would be sold to a customer for \$5.00.

What else applies?

An agent of ITD will audit 30-day temporary registrations.

A 30-day temporary registration should not be issued to anyone trying to avoid normal registration procedures.

A 30-day temporary registration should not be issued to laden commercial carrier units over 8,000 lbs. GVW.

Exhibit 1-19

30-DAY TEMPORARY APPLICATION

ITD 3763 (Rev. 01-10)
itd.idaho.gov

30 - Day Temporary Registration Permits

Idaho Transportation Department
PO Box 34 - Boise ID 83731-0034



Please complete and return both copies when ordering

Applicant

Dealership		Dealer Number	
Street Address	City	State	Zip Code
Mailing Address	City	State	Zip Code

I Hereby Order _____ Book(s) of 20 @ \$180.00 / Book = Total \$ _____

Authorization Signature


ITD Use Only

Permit Number(s) Issued

From		To	
Issuer's Name	Issuer's Title	Phone Number	Date

Exhibit 1-20

30-DAY TEMPORARY PERMIT

ITD 3520 (Rev. 8-09) Supply # 01-885964-5 This document contains an artificial watermark on the reverse side. IDAHO 30-Day Temporary Registration Vehicle Identification Number (VIN)		 Idaho Transportation Department Division of Motor Vehicles PO Box 34 Boise ID 83731-0034		000 XXXXXX	
Make Year		Body Type Model Color		Dealer Number Date Issued Fee Paid \$9.00	
Issuer - Print expiration date with a black, wide-sp, felt tipped pen. Use leading zeros (e.g. 08-04-09) - place in rear window of vehicle - Keep yellow copy in Dealer's book.					
Dealership/Department Name					
Dealership/Department Address City State Zip					
Issuer's Printed Name					
Issuer's Signature Date Signed					
X					
Fold Here					
Fold Here					
Purchaser's Name(s)		Not Transferable or Renewable			
Address		I/we certify under penalty of law that this vehicle is and will be continuously insured as prescribed by Section 49-1230, Idaho Code.			
State City Zip		Applicant's Signature - Applicant must sign to be valid			
Driver's License Number		X			

1.10.1 30-DAY TEMPORARY REGISTRATION PROCEDURES

Effective January 1, 2010, Temporary Registration forms are issued to dealers by the Dealer Services Unit in books of twenty for \$180.00. A dealer may sell a thirty-day temporary registration to an out-of-state purchaser who wants to use the vehicle in Idaho before returning to his home state to register and title the vehicle. Normally, thirty-day temporary registrations are not sold to Idaho residents.

ISSUANCE BY IDAHO MOTOR VEHICLE DEALERS:

1. Examine a photo identification card belonging to the customer, preferably a driver's license.
2. Complete the thirty-day temporary registration. Have the applicant sign the form. Explain that this is a statement certifying the vehicle is covered by liability insurance as required under Idaho Code. With a black broad-tip pen, print the expiration date in the space provided.
3. Give the original of the temporary registration form to the customer with instructions to place it in the rear window of the vehicle.
4. Keep the carbon copy of the temporary registration in the form book until all of the permits in the book are sold. Retain the book in your files for current plus 2 years. **Thirty-day temporary registrations may be audited by an agent of the Division of Motor Vehicles.**

INELIGIBLE VEHICLES: All Drilling rigs, construction, drilling and wrecker cranes, loaders, log jammers, and similar vehicles.

EXEMPT VEHICLES: All snowmobiles, off-road motorcycles and all-terrain vehicles, dune buggies, OR any other vehicle that is not equipped for operation on public roadways. All utility or horse trailers under 2000 lbs. unladen weight where a title is not required for registration.

ISSUANCE TO RECREATIONAL VEHICLES: A thirty-day temporary registration may be issued to a recreational vehicle. Payment of the recreational vehicle annual license fee is also required at the time the temporary registration is issued.

1.11 PREPARING THE DEALER/FINANCIAL TRANSMITTAL (ITD 3204) AND RUSH (ITD-3203)

Step-by-step instructions for completing the transmittal form (Exhibit 1-20 and Exhibit 1-21):

1. List the dealer name or the name of the financial institution.
2. List the dealer number, when applicable.
3. List the business address.
4. List the date the transmittal is being submitted for "Date Sent / Delivered".
5. Complete one of the lines numbered 1 through 20 for each title application submitted.
 - a. List the new owner's name (last name first).
 - b. List the vehicle make, year, and complete vehicle identification number.
 - c. List the control number of the application.
 - d. List the transaction amount.
6. List the check number.
7. Total the fee column and enter the amount. (This should be the amount of your check. Make checks payable to the Ada County Assessor).
8. Retain the pink copy of the transmittal and submit the white and yellow copies to ITD with your check.
9. Enclose a self-addressed stamped envelope. If an envelope is enclosed, the yellow copy of the transmittal will be returned to you showing the date received.

Exhibit 1-21

ITD 3204 (Rev. 01-10)
Supply # 01-954355-2

Titles Transmittal For Dealer/Financial Agency Idaho Transportation Department



dmv.idaho.gov

Do not use for Rush items - For all Rush items use ITD 3203

Dealer/Financial Agency Name	Dealer Number	Dealer/Financial Agency Address	Date Sent/Delivered
------------------------------	---------------	---------------------------------	---------------------

• Standard Title Fee = \$14.00 • TOD = \$26.00 • Submit a separate check for each transmittal page

Note: As of October 1, 2007 Ada County transactions, paid for by credit card, will have a 3% Convenience Fee added by their credit card processing agent, Access Idaho.

Title Type	Owner Name (last, first)	Make	Year	Vehicle/Hull Identification Number	Control Number	Fees
1						
2						
3						
4						
5						
6						
7						
8						
9						
10						
11						
12						
13						
14						
15						
16						
17						
18						
19						
20						

Title Types

TOD - Transitional Ownership Document
NE - New (Never Titled Before)
OS - Out-of-State Title
DU - Duplicate

DN - Duplicate Name Change
LC - Lien Change/Clearance
TF - Transfer Idaho Title

Check Number

Subtotal

Credit Card Fee
(subtotal x .03)
~Ada County only~

Total

~ Ada County Transactions Only ~

Credit Card Type	Credit Card Number	Expires	Security Code (from back of card)
<input type="checkbox"/> Visa <input type="checkbox"/> MasterCard <input type="checkbox"/> American Express <input type="checkbox"/> Discover			

Department Use Only

Date Processed: _____
Processed By: _____
Number of Titles: _____

Send original and one copy to: (Keep a copy for your records)

DMV Title Processing Center
PO Box 140019
Garden City, ID 83714-0019

OR Your local county
assessor's office

Please enclose a Self Addressed Stamped Envelope so we can return your copy and a receipt to your company. Otherwise you will not receive a receipt.

Exhibit 1-22

ITD 3203 (Rev. 01-10)
Supply # 01-954313-1

Rush Titles Transmittal For Dealer/Financial Agency Idaho Transportation Department



dmv.idaho.gov

→ For **Rush** items only – For all other items use ITD 3204

Note: As of October 1, 2007 Ada County transactions, paid for by credit card, will have a 3% Convenience Fee added by their credit card processing agent, Access Idaho.

Dealer/Financial Agency Name	Dealer Number	Dealer/Financial Agency Address	Date Sent/Delivered
------------------------------	---------------	---------------------------------	---------------------

* Rush Title Fee = \$40.00 (\$26.00 rush fee + \$14.00 standard title fee) *

Title Type	Owner Name (last, first)	Make	Year	Vehicle/Hull Identification Number	Control Number	Rush Fees
1						
2						
3						
4						
5						
6						
7						
8						
9						
10						
11						
12						
13						
14						
15						
16						
17						
18						
19						
20						

Title Types

NE - New (Never Titled Before) DN - Duplicate Name Change
OS - Out-of-State Title TF - Transfer Idaho Title
DU - Duplicate DI - Duplicate Instant (No Changes)

Check Number

Subtotal

Credit Card Fee

(subtotal x .03)

~Ada County only~

~ Ada County Transactions Only ~

Total

Credit Card Type	Credit Card Number	Expires	Security Code (from back of card)
<input type="checkbox"/> Visa <input type="checkbox"/> MasterCard <input type="checkbox"/> American Express <input type="checkbox"/> Discover			

Department Use Only

Date Processed: _____
Processed By: _____
Number of Titles: _____

Send original and one copy to: (Keep a copy for your records)

DMV Title Processing Center
PO Box 140019
Garden City, ID 83714-0019

OR

Your local county
assessor's office

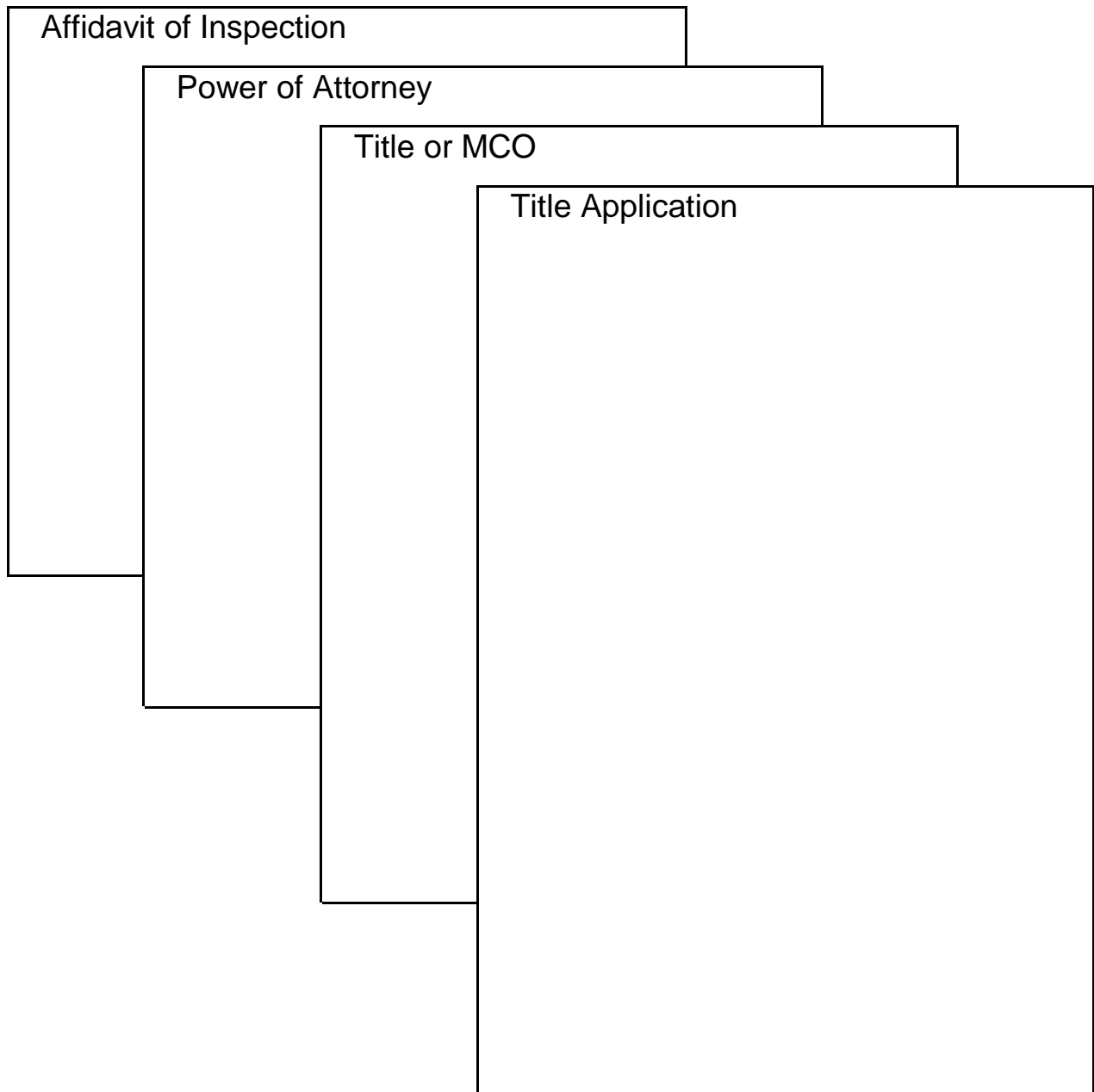
Please enclose a Self Addressed Stamped Envelope so we can return your copy and a receipt to your company. Otherwise you will not receive a receipt.

1.12 DOCUMENT SEQUENCING

Prior to submitting title documents to the county assessor or to ITD, the dealer should sequence these documents as shown in Exhibit 1-22.

Title documents should be attached with **ONE STAPLE** in the **upper left-hand corner**. In doing so, the dealer will help minimize the labor required to process the documents at ITD, thereby reducing the turn-around time for title issuance to customers.

Exhibit 1-23
TITLE OR MCO DOCUMENT SEQUENCING



CHAPTER 2



POLICIES AND PROCEDURES FOR SPECIAL CIRCUMSTANCES

CHAPTER 2: POLICIES AND PROCEDURES FOR SPECIAL CIRCUMSTANCES

This chapter is designed to provide answers to the most commonly asked questions regarding specific title topics. The answers reflect ITD's current title policies and procedures. Topics are listed in alphabetical order.

If you are unable to locate the desired information in this chapter or would like clarification, please call ITD at (208) 334-8681 or (208) 334-8666.

2.1 AUCTIONS

Are auctions required to title vehicles in their names prior to selling?

Usually, no. Auctions generally do not take ownership of the vehicles they sell. They act as agents for the previous owner. Therefore, they usually are not required to title vehicles in their names. However, if the auction is an Idaho auction and has actually purchased a vehicle, the auction must title the vehicle in their name prior to reselling if they do not have a dealer's license.

Is an auction required to provide its buyer with a bill of sale signed by the auction as seller?

If the auction is shown as a purchaser in the title documents (i.e., the previous owner's bill of sale is made out to the auction), the auction must provide a bill of sale or reassignment to its buyer. If the auction doesn't appear as purchaser in the title documents and was simply acting in its usual agent's capacity, the auction is not required to sign a bill of sale or assignment to the buyer. The previous owner should make its title assignment and/or bill of sale directly to the buyer.

2.2 BANKRUPTCY

What is bankruptcy?

When a person is unable to pay their bills, bankruptcy may be declared. The court then appoints a trustee to distribute the individual's property among creditors.

What are the different types of bankruptcy?

Chapter 7: Liquidation; a trustee takes possession of property and sells it to pay creditors.

Chapter 11: Reorganization; primarily of a business under a court's direction. Usually involves full or partial payment of debts.

Chapter 12: Family farmer repayment of debts over a period of time.

Chapter 13: Court-approved repayment of debts by individuals with regular income who are temporarily unable to pay their debts.

How does a new owner get title to a vehicle involved in a bankruptcy?

By applying at any county assessor's office. The procedures are the same as for any other used vehicle except for the required supporting documents.

What supporting documents are required?

It depends on whether the previous title is submitted.

With the previous title, the documents needed are:

- A title application.
- The previous existing title released and assigned by the previous owner or in the old owner's name by the trustee.

i.e., John G. Jones by Robert Truhart, trustee

- A certified or verified copy of the court order appointing the trustee, receiver, or a printout verifying this appointment from the bankruptcy court website.
- A lien release or a certified copy of the court's discharge in bankruptcy for any lien against the vehicle preceding the bankruptcy.
- A **notarized** Indemnifying Affidavit. This should state that the vehicle was transferred through bankruptcy proceedings.

Without the previous title, the documents provided should be:

- A title application.
- A certified or verified copy of the court order appointing the trustee, receiver, or a printout verifying this appointment from the bankruptcy court website.
- A bill of sale from the trustee.
- A Vehicle Identification Number Affidavit of Inspection (ITD 3403) is required because no title is being submitted.
- A lien release for any lien against the vehicle preceding the bankruptcy.

	<ul style="list-style-type: none"> • A notarized Indemnifying Affidavit. This should state the vehicle was transferred through bankruptcy proceedings.
<i>What is an Order of Abandonment?</i>	If the vehicle is not valuable enough to contribute substantially to payment of the bankrupt person's debts, the trustee can "abandon" it. In this case, the original owner keeps title to the vehicle, but must show the Order of Abandonment to transfer it.
<i>What if the old title is lost or not available?</i>	No title is necessary. For the supporting documents required, see above. The bankruptcy trustee does not need to apply for a duplicate title, but may do so in the name of the debtor/owner if that person wishes.
<i>May the trustee use a power of attorney to delegate his/her authority to another person?</i>	Yes, in special situations. For more information, contact the ITD DMV Titles Unit at (208) 334-8663.
<i>Who issues the documents appointing a bankruptcy trustee?</i>	The U.S. Trustee will normally issue the order appointing a bankruptcy trustee. However, documents such as the Notice of Trustee Appointment issued by the bankruptcy court which indicate the name of the appointed trustee are also acceptable, provided they are certified or verified to be true copies of the original. The Notice of Trustee Appointment from the bankruptcy court will no longer be signed by a judge or a clerk of the court. A printout of the latter may be submitted as proof of the trustee's appointment.
<i>Is a lien release required from a lienholder if the court issues a discharge of debtor?</i>	A lien release is normally required, as a discharge does not prohibit a previously recorded lienholder from enforcing their lien upon the property of the debtor if the lien had been properly perfected. However, there may be cases where the lienholder failed to perfect their lien (i.e., failing to record the lien within 30 days of the loan after October 1, 2005; or within 20 days prior to October 1, 2005). In this case, in lieu of a lien release, an order or other documentation from the court indicating the security interest has been avoided would suffice.
<i>What must a lienholder have before proceeding to repossess a vehicle involved in bankruptcy?</i>	<p>In the case of repossession based on a consumer loan, all the following should be submitted:</p> <ul style="list-style-type: none"> • Application for title. • Title displaying repossessing lienholder's recorded lien. • Repossession affidavit. • Certified or verified copy of an order granting motion for relief from stay (from the bankruptcy court) or a Notice of Abandonment, or other document from the bankruptcy trustee, indicating the trustee is releasing the vehicle from the bankruptcy estate.

-
- Certified or verified copy of a document from the bankruptcy court or U.S. Trustee showing the appointment of the bankruptcy trustee.

In the case of repossession from a bankrupt dealer based on a flooring agreement, all of the following should be submitted:

- Application for title.
- Title, properly assigned by the bankruptcy trustee.
- Repossession affidavit.
- Verified copy of flooring agreement and inventory list displaying the vehicle by year, make, and VIN.
- Certified or verified copy of an order granting motion for relief from stay (from the bankruptcy court) or a Notice of Abandonment, or other document from the bankruptcy trustee, indicating the trustee is releasing the vehicle from the bankruptcy estate.
- Certified or verified copy of a document from the bankruptcy court or U.S. Trustee showing the appointment of the bankruptcy trustee.

How do I protect a lien from bankruptcy?

For protection from debtor's bankruptcy filing, a lien must now be perfected within 30 days of its creation, rather than 20 days, under a federal bankruptcy law change, effective October 1, 2005.

2.3 BOATS/HULL IDENTIFICATION NUMBERS (HINS)

When did Idaho begin titling boats?

Idaho began titling boats on January 1, 2000.

What types of boats are required to be titled?

When any of the following vessels with a model year 2000 or newer is transferred after December 31, 1999, the new owner is required to title:

- Any vessel with a permanently attached mode of propulsion. For example, model year 2000 inboard, inboard/outboard, sailboats, personal watercraft (jet skis), and motorized surfboards.
- Any non-exempt vessel over 12 feet in length, regardless of the mode of propulsion. For example, model year 2000 13-foot outboard. If a boat is over 12' and also has a transom it should be titled since it is likely a motor will be added.

Water jet packs vary in nature, and some are titled while others are not. Water jet packs are not considered to be a "vessel" and are not titled if they are powered by a personal watercraft. In this case, the personal watercraft is titled and the water jet pack is considered to be an accessory.

Water jet packs *are* titled when they come together with an unmanned floating power unit. Standard titling requirements apply. If there is no manufacturer's identification code (MIC) assigned by the Coast Guard (first three of HIN), "MISC" should be used for the make. "OT" should be used for the body type, and if there is no model code, "BT" should be used.

Also, any non-exempt vessel for which a lien is being recorded must be titled to perfect the lien.

What types of boats can be optionally titled?

All types of vessels listed in the "mandatory titling" category (regardless of model year) that were **acquired prior to January 1, 2000**, or with a 1999 or older model year, may optionally be titled as of January 1, 2000 if no lien is being recorded. (If a lien is being recorded, titling is required.) Once a vessel has been titled in Idaho, every subsequent owner must also title it in his name (the rule is, "once titled in Idaho, always titled").

What types of vessels are exempt from titling?

Drift Boats

Canoes

Kayaks

Inflatable vessels

Rafts

Barges

Non-motorized paddle vessels

Sail boards

Tenders

Seaplanes

Documented vessels

Vessels owned by a U.S. or foreign state or political subdivision

Other vessels without a permanent mode of propulsion that are 12 feet or less in length

**These vessels
cannot be titled.**

Rowboats are no longer exempt from titling. Experts in the boating industry say that the term, "rowboat" is archaic and today, this type of vessel is commonly referred to as a "fishing boat". These boats can accommodate an outboard motor and can be equipped with oar locks. When these boats do not have a permanently attached mode of propulsion (e.g., they do not have an outboard motor bolted through the transom and are not steered with a steering wheel), they are titled if they are over 12 feet long, and are exempt if they are shorter than that.

What are tenders?

Tenders are vessels employed to attend other vessels or vessels used to commute between shore and another ship.

What are documented vessels?

Documented vessels are vessels documented by the U.S. Coast Guard. Vessel documentation is a national form of registration. Documented vessels are over five net tons in size and are typically used in fishing activities on navigable waters of the U.S. or the Exclusive Economic Zone, or are used for coastwise trade.

Once a boat is titled, must subsequent Idaho owners always title?

Yes. As with any vehicle that is titled, the rule is "once titled, always titled."

Do boats have identification numbers?

Yes. They are called HINs (Hull Identification Numbers).

Where are Hull Identification Numbers (HINs) located?

HINs of 1972 model year and newer are required to be permanently attached to the transom (back end of boat) on the right side above the waterline.

How many characters do HINs have and what do the various positions represent?

Most HINs have 12 characters. The pre-1984 twelve character HINs had two minor variations in the last four positions, which both vary slightly from post 1984 HINs. Here is a breakdown of what each position in the HIN represents:

Sample Pre-1984 "Straight Year" HIN – SER123451174

<u>Position</u>	<u>Represents</u>	<u>Example</u>
1-3	Manufacturer's identification code	SER = Searay
4-8	Sequential production number	12345 = 12345th unit produced
9-10	Month of production	11 = November
11-12	Year of production	74 = 1974

Sample Pre-1984 "Model Year" HIN – FWN12345M78C

<u>Position</u>	<u>Represents</u>	<u>Example</u>
1-3	Manufacturer's identification code	FWN = Four Winns
4-8	Sequential production number	12345 = 12345th unit produced
9	Model year format – fixed "M"	M = model year format
10-11	Model year	78 = 1978
12	Month of production	C = October

Sample Post-1984 HIN – FWN12345G899

<u>Position</u>	<u>Represents</u>	<u>Example</u>
1-3	Manufacturer's identification code	FWN = Four Winns
4-8	Sequential production number	12345 = 12345th unit produced
9	Month of manufacture or certification	G = July
10	Year of manufacture or certification	8 = 1998
11-12	Model year	99 = 1999

What descriptive information for boats needs to be captured in a HIN inspection for titling purposes that would not be necessary for vehicles?

There are three descriptives that need to be captured for boats, which do not apply to vehicles:

- Hull material
- Propulsion
- Horsepower

Boats will also have their own body types, and length should be captured on the HIN inspection and title, just like trailers and motor homes.

What documents are required to title a boat?

For boats of model year 2000 or newer:

- Manufacturer's Certificate of Origin (MCO) or Manufacturer's Statement of Origin (MSO)
- HIN inspection (may be included in the title application)

-
- Title application
 - A **notarized** Indemnifying Affidavit certifying that there are no undisclosed out-of-state liens for 2000 models purchased prior to January 1, 2000

For boats previously titled out of state:

- Out-of-state title
- HIN inspection if the title was issued by another jurisdiction (may be included in the title application)
- Title Application
- A **notarized** Indemnifying Affidavit certifying that there are no undisclosed liens

For boats of model year 1999 or older:

- Manufacturer's Certificate of Origin (MCO) or Manufacturer's Statement of Origin (MSO)
- HIN inspection (may be included in the title application)
- Title Application
- A **notarized** Indemnifying Affidavit certifying that there are no undisclosed liens.

If there is no MCO or MSO, then get a **notarized** Indemnifying Affidavit stating that no MCO or MSO exists, that the vessel has not been previously titled, and that there are no undisclosed liens. Also, get any of the following that are available:

- Registration
- Bill of Sale
- Sales Agreement
- Receipt

Will boats be treated like vehicles for other types of titling requirements?

Yes. Whatever titling laws apply to vehicles also apply to vessels.

How may liens be perfected on boats?

No lien created on or after January 1, 2000, on any boat titled under Idaho law, will be perfected until the lienholder has filed the required title application and supporting documents with the Idaho Transportation Department, Division of Motor Vehicles, or a county assessor auto licensing office.

What states title boats?

As of 2010, the following jurisdictions title boats:

California	Missouri	South Carolina
Florida	Montana	South Dakota
Idaho	Nebraska	Texas
Illinois	Nevada	Utah
Indiana	New Jersey	Vermont
Iowa	New Mexico	Virginia
Kentucky	New York	Washington
Louisiana	North Carolina	Washington DC
Maryland	Ohio	West Virginia
Massachusetts	Oklahoma	Wisconsin
Michigan	Oregon	
Minnesota	Pennsylvania	
Mississippi (optional)	Rhode Island	

Do all states require the same types of vessels to be titled?

No. Every state has its own criteria for titling boats. Many use body style, model year, length, mode of propulsion, horsepower, and/or date of purchase to distinguish which boats are titled and which are not.

If I am taking a boat in on trade or am financing a purchase, should I check for a boat registration?

Yes, when a boat acquired prior to 2000 is being titled for the first time, the counties and ITD will do a boat registration inquiry for each titling transaction, ***even if the boat was sold by a dealer***. A release of interest will be required from any registered owner shown on the current Idaho record.

If Owner C trades in an untitled, optionally titled boat, but Owner B is shown on the current registration record, a release is also needed from Owner B, since he is the last owner of record. If Owner A is shown on the boat registration history database, no release is required.

<i>Are Hovercrafts titled?</i>	Yes, hovercrafts are titled. They meet the Idaho Code definition of "Vessel", and are not exempt. Industry, the Federal Aviation Administration, and other states such as Washington and Montana consider these to be "vessels". Standard boat titling requirements apply. For coding we use the first three of the HIN for make, "BO" for body type, "BT" for model, "OT" for propulsion, "OT" for hull material if it is foam, and put "Hover" in description.
<i>What outboard motorboats are titled?</i>	<p>An outboard motorboat must be over 12 feet in length to be titled. For titling purposes, an outboard motorboat that is 12 feet, one inch in length is considered to be over 12 feet and is titled. If a boat is over 12' and also has a transom it should be titled since it is likely a motor will be added.</p> <p>For the description on a title, boat lengths are rounded off to the nearest foot. For example, if the boat is 12 feet one inch through 12 feet five inches, the length is rounded to 12 feet. However, be sure to enter the actual length in the "description" field on the title, so it is clear that the boat is over 12 feet long and is not exempt from titling.</p>
<i>Must an outboard motorboat that is titled in Idaho be titled by every subsequent owner?</i>	Not necessarily. If an outboard motorboat over 12 feet in length is titled by Owner A who sells it to Owner B without the motor, and Owner B uses it without a motor for the entire time he owns it, he does not have to title it in his name prior to selling it to Owner C. Owner B must submit a statement that he never put a motor on the boat the entire time he owned it, along with a bill of sale or release of interest.
<i>Can an out-of-state resident ever title a boat in Idaho?</i>	An out-of-state resident may title a vessel that stays in Idaho year-around. The owner should provide a written statement that he will be using the vessel only in Idaho, or if this was verbalized to the county, they can document this within the paperwork. The dealer may sign an Indemnifying Affidavit stating that the customer will only use the vehicle in Idaho. Remind the customer that his home state may require tax and title fees along with possible penalties if the boat returns there. The application needs to show their out of state (domicile) address and state the vessel is remaining in Idaho for "Idaho Use" and where it is stored.

2.4 BRANDS AND NOTATIONS

What is branding?

A description on a certificate of title, as determined by ITD or the equivalent agency of another jurisdiction, which indicates and advises future owners and interested parties that:

- a. The vehicle has or has had a relevant physical condition, modification, construction, alteration or history of use; or
- b. Past or present ownership of the vehicle could not be clearly established to the satisfaction of the department or the equivalent agency of another jurisdiction.

A brand normally remains on the title for the life of the vehicle, unless the brand has an expiration date. If the brand has an expiration date, it can be removed after the expiration date has passed, provided no ownership claims are pending against the vehicle.

What does a brand provide?

Brands can provide valuable information to you and your customer.

Exhibit 2-1 at the end of this section lists brands found on other states' titles and how that brand is shown on the Idaho title.

<p>IMPORTANT: Make sure you get used to looking for this information when you inspect titles in your possession.</p>

Idaho brands (see Exhibits 2-2 through 2-15 at the end of this section) include:

- **ASSEMBLED VEHICLE:**
A vehicle which has been constructed using parts from two (2) or more vehicles and has the same appearance as a vehicle that was manufactured under a specific make and model by a manufacturer. Changes may include frame and/or cab changes.
- **BONDED, BOND RELEASE DATE: MM/DD/YY:**
The owner was not able to prove ownership when the vehicle was titled and had to post a bond. The brand remains in effect until the expiration date shown (three years from the issue date of the bond). On bonded titles issued after 8/1/2012, the applicant will be required to provide a bond rider if the application for title is made more than 90 days from the issuance of the bond. A clear title can be issued after the expiration date shown on the title.
- **ISSUED ON STATEMENT OF APPLICANT, BRAND EXP: MM/DD/YY:**
The vehicle is older than ten years. The applicant was unable to prove clear ownership and the title was issued upon a statement of the applicant. The brand stays in effect until the expiration date shown (three years from issue date). A clear title can then be issued. Prior to July 1, 1991, vehicles that were 25 years old or older fell under this description, and the titles were stamped

"25 YEAR" on the face of the title.

- **GLIDER KIT VEHICLE (commercial vehicles):**
A kit was purchased and mounted on top of an existing powertrain.
- **FOR JUNK ONLY:**
The vehicle is never to be operated on a highway again. It can be used for parts only and cannot be registered.
- **RECONSTRUCTED OR REPAIRED VEHICLE:**
(Prior to 7/1/08): Every vehicle that has been rebuilt or repaired using like make and model parts and visually appears as a vehicle that was originally constructed under a distinctive manufacturer. This includes a salvage vehicle which is damaged to the extent that a "reconstructed vehicle" or "repaired vehicle" brand is required, and other vehicles which have been reconstructed by the use of a kit designed to be used to construct an exact replica of a vehicle which was previously constructed under a distinctive name, make, model or type by a generally recognized manufacturer of vehicles. A glider kit vehicle is not a reconstructed vehicle.
- **REBUILT SALVAGE VEHICLE:**
A vehicle previously declared "Salvage", that that has been rebuilt or repaired using like make and model parts and visually appears as a vehicle that was originally constructed under a distinctive manufacturer.
- **RECONSTRUCTED VEHICLE:**
(as of 7/1/08): A vehicle which has been reconstructed using existing, original parts together with parts from a kit designed to be used to construct an exact replica of a vehicle which was previously constructed under a distinctive name, make, model or type by a generally recognized manufacturer of vehicles. A glider kit vehicle is not a reconstructed vehicle.
- **REPLICA VEHICLE:**
A vehicle made to replicate any vehicle previously manufactured, using metal, fiberglass, or other composite matters. Replica vehicles must look like the original vehicle being replicated but may use a more modern drive train. At a minimum, replica vehicles shall meet the same federal motor vehicle safety and emission standards in effect for the year and type of vehicle being replicated, pursuant to Section 49-123(2)(n), Idaho Code.
- **REPLICA STREET ROD:**
A vehicle made to replicate any pre-1949 vehicles which has had a significant drive train update from a more modern vehicle. Changes may include engine, transmission, rear axle and other

suspension components. The body will resemble the same as the manufacturer's original issue.

- **SPECIALLY CONSTRUCTED VESSEL:**
The vessel was homemade, assembled from a kit, or from parts of different vessels. It doesn't look like any known manufactured vessel.
- **SPECIALLY CONSTRUCTED VEHICLE:**
The vehicle was homemade or assembled from a kit or from parts of different vehicles. It doesn't look like any known manufactured vehicle.
- **THEFT RECOVERY:**
A notation on a title indicating an insurance company had obtained the vehicle in settlement of a theft claim, and that the vehicle was not a salvage vehicle when recovered.
- **BY PREVIOUS STATE (Brand carried forward from previous title):**
Any brand found on another state's title will be labeled as BY PREVIOUS STATE on the Idaho title.

Must a brand be disclosed by the selling dealer?

Yes, in writing on the title application.

What is a notation?

A notation is information on the title indicating a special condition or circumstance under which the title was issued. It typically is not as serious in nature as a brand. Most notations appear in the "Other Pertinent Data" section of the title – the same section where brands appear. Others appear in the "Description" section, or in the "Odometer Reading" field.

What are some common examples of notations

DOT BOND RLS PENDING: This indicates that when a vehicle from Canada was imported by a registered importer, the title application was not accompanied by a Department of Transportation (DOT) bond release letter.

DUPLICATE TITLE: When the previous Idaho title was lost, mutilated or illegible, and an owner appearing on that title applied for a duplicate or replacement title, the new title will carry this notation.

ACTUAL: When this appears in the "Odometer Reading" field of a title, it indicates the mileage listed are the actual number of miles the vehicle has been operated. This notation typically appears only on vehicles less than 10 years old at the time of the odometer reading.

NOT ACTUAL: When this appears in the “Odometer Reading” field of a title, it indicates the mileage listed are not the actual number of miles the vehicle has been operated. This notation typically appears only on vehicles less than 10 years old at the time of the odometer reading.

EXCEEDS MECHANICAL LIMITS: When this appears in the “Odometer Reading” field of a title, it indicates the mileage has exceeded the maximum capability of the odometer device, so the device has “rolled over” or “flipped”, and started over at zero. The mileage listed are the number of miles in addition to a multiple of the maximum capability of the odometer device, e.g., a reading of “5,000” accompanied by the notation “Exceeds Mechanical Limits” for a vehicle with a five digit odometer device indicates the mileage is likely 105,000 or 205,000 miles. This notation typically appears only on vehicles less than 10 years old at the time of the odometer reading.

What are the notations in the ‘other pertinent data’ section or odometer area on the Idaho title?

- DOT Bond RLS Pending
- Duplicate Title
- Actual
- Not Actual
- Exceeds Mechanical Limits

Exhibit 2-1**OUT-OF-STATE BRANDS****Other State's Brand**

ADDITIONAL LIEN RECORDED
ALTERED DOCUMENT
ANTIQUE
ASM
ASMBL
ASPT
ASSEMBLED
ASSEMBLED KIT
ASVE

BODY CHANGE
BODY EXCHANGE
BONDED
BONDED TITLE
BONDED TITLED EXP

CERTIFICATE OF SALVAGE
COMPOSITE
CUS
CUSTO

DAMAGED
DEALER DEMONSTRATOR
DEFECTIVE
DESTROYED
DRIVERS ED

ENTERED BY REG MV

FLOOD
FLOOD DAMAGE
FORMER EXEMPT
FORMER FOR HIRE
FORMER RENTAL
FORMER TAXICAB
FRAME CHANGE

G KIT
GLIDER
GLIDER KIT

HAIL DAMAGE
HB REC
HM
HMD
HMDE
HOM

Idaho Translation

ADDL LIEN REC
ALTERED DOCUMNT
ANTIQUE
ASSEMBLED
ASSEMBLED
ASSEMBLED
ASSEMBLED
ASSEMBLED
ASSEMBLED

BODY CHANGE
BODY CHANGE
BONDED TITLE
BONDED TITLE
BONDED TITLE

SALVAGE
COMPOSITE
CUSTOM
CUSTOM

DAMAGED
DEALER DEMO
DEFECTIVE
DESTROYED
DRIVERS ED

ENTRD BY REG MV

WATER DAMAGE
WATER DAMAGE
FORMER EXEMPT
FORMER FOR HIRE
FORMER RENTAL
PRIOR TAXI
FRAME CHANGE

GLIDER KIT
GLIDER KIT
GLIDER KIT

HAIL DAMAGE
REBUILT
HOMEMADE
HOMEMADE
HOMEMADE
HOMEMADE

Other State's Brand

HOME
HOMEMADE
HOMEMADE TRAILER
HOMEMADE VEHICLE
HS HOM

IMPORTED VEHICLE

JUNK
JUNKED AND NOT RECONDITIONED
JUNK AND RECONDITIONED

KIT

LEASED VEHICLE

MUNICIPAL

NONCONFORMITY CORRECTED
NONCONFORMITY UNCORRECTED
NON STANDARD
NON USA

PERMANENTLY DESTROYED
POLICE
POLICE CAR
POLICE PATROL
PR POLICE
PR TAXI
PREVIOUS DAMAGE

RB
RBLT
RCN
RE
REBLT
REBUILT
REBUILT PER SALVAGE ACT
REBUILT/RESTORED
REBUILT SALVAGE
REBUILT VEHICLE
REC
RE-CON
RECONDITIONED
RECONST
RECONSTRUCTED
RECONSTRUCTED VEHICLE
RECOVERED THEFT
REPL
REPLICA
RESTORED SALVAGE
RETURNED TO DLR . . WARRANTY

Idaho Translation

HOMEMADE
HOMEMADE
HOMEMADE
HOMEMADE
HOMEMADE

NON USA

JUNK
JUNK
RECONDITIONED

KIT

LEASED VEHICLE

MUNICIPAL

LEMON LAW
LEMON LAW
NON STANDARD
NON USA

JUNK
PRIOR POLICE
PRIOR POLICE
PRIOR POLICE
PRIOR POLICE
PRIOR TAXI
RECONSTRUCTED

REBUILT
REBUILT
RECONSTRUCTED
REPLICA
REBUILT
REBUILT
REBUILT
REBUILT/RESTORED
REBUILT
REBUILT
RECONSTRUCTED
RECONSTRUCTED
RECONDITIONED
RECONSTRUCTED
RECONSTRUCTED
RECONSTRUCTED
RECOVERED THEFT
REPLICA
REPLICA
RESTORD SALVAGE
TO DLR-WARRANTY

Other State's Brand

Idaho Translation

RMFG

REMANUFACTURED

SAF.DEF-U,NONCONF-U

LEMON LAW

SAF.DEF-U,NONCONF-C

LEMON LAW

SAF.DEF-C,NONCONF-U

LEMON LAW

SAF.DEF-C,NONCONF-C

LEMON LAW

SAFETY DEFECT UNCORRECTED

LEMON LAW

SAFETY DEFECT CORRECTED

LEMON LAW

SALT WATER DAMAGED

WATER DAMAGE

SALVAGE

SALVAGE

SALVAGE REBUILT

REBUILT

SALVAGE CERTIFICATE

SALVAGE

SALVAGE CLASS A

SALVAGE

SALVAGE CLASS B

SALVAGE

SALVAGE TITLE

SALVAGE

SALVAGE VEHICLE

SALVAGE

SALVAGED

SALVAGE

SELF ASSEMBLED

ASSEMBLED

SOLD FOR PARTS ONLY

PARTS ONLY

SPC

SPCN

SPCN

SPCN

SPEC

SPCN

SPEC CONST

SPCN

SPECIAL INTEREST

SPECIAL INTEREST

SPECIALLY CONSTRUCTED

SPCN

SPECIALLY CONSTRUCTED VEHICLE

SPCN

SPECL CONST

SPCN

STOLEN VEH-INSRNC TRANSFR ONLY

STOLN INSUR TFR

STREET ROD

STREET ROD

TAXI

PRIOR TAXI

TO DEFECTIVE

UNSAFE VEHICLE

UNRECOVERED THEFT

STOLN INSUR TFR

UNSAFE VEHICLE

UNSAFE VEHICLE

WATER DAMAGE

WATER DAMAGE

X TAXI

PRIOR TAXI

"Y" IN SALVAGE BOX

SALVAGE

Exhibit 2-2

IDAHO BONDED BRAND

IDAHO									
CERTIFICATE OF TITLE									
(ITD-3517 (REV. 1-08)) VEHICLE IDENTIFICATION NUMBER		YEAR		MAKE	BODY	MODEL	DESCRIPTION		
123456		1955		CHEV	PK	TK			
2ND VEHICLE IDENTIFICATION NUMBER		ODOMETER READING		DATE					
		EXEMPT							
TITLE NUMBER	PRINT DATE	WEIGHT	LENGTH	WIDTH	HULL	HORSEPOWER	PROPULSION		
Z029004383	05/13/2010								
OWNER'S NAME AND ADDRESS		OTHER PERTINENT DATA							
TEST, IMA SAMPLE ST NAMPA, ID 83651		BONDED BOND RELEASE 05/13/13							
Assignment of Title Warning: It is a felony to enter a false selling price, name, or address, or to alter or forge this document. Federal and State laws require you to state the mileage when transferring motor vehicle ownership. Failure to complete this disclosure or providing false information may result in fines and/or imprisonment.									
ODOMETER READING - Reading is actual unless indicated otherwise. (NO TENTHS):		DATE:		PURCHASER'S PRINTED NAME(S)					
<input type="checkbox"/> In Excess of Mechanical Units <input type="checkbox"/> Not Actual - Warning: Odometer Discrepancy <input type="checkbox"/> No Device				A * B *					
DATE SOLD:		SELLING PRICE (see warning above)		ADDRESS					
3		2		5					
SELLER'S OR REPRESENTATIVE'S PRINTED NAME(S)		3		CITY		STATE		ZIP	
4		4		7		6		8	
I certify, to the best of my knowledge, that the odometer reading reflects the actual mileage, unless otherwise indicated. I also hereby release my interest and transfer ownership to the named purchaser. I understand that I must file a release of liability statement within five days of delivering the vehicle to the purchaser.		SELLER'S OR REPRESENTATIVE'S SIGNATURE: A B		I am aware that if I apply for title in Idaho, I must do so within 30 days of purchase or a \$20.00 late filing penalty may be due. I am also aware of the odometer verification made by the seller. PURCHASER'S OR REPRESENTATIVE'S SIGNATURE: A B 2nd PURCHASER'S OR REPRESENTATIVE'S SIGNATURE (use representative's printed name):					
Lienholder Section									
FIRST LIEN		SECOND LIEN							
NONE									
RECORDED 05/13/2010									
SIGNATURE RELEASING LIEN		DATE		SIGNATURE RELEASING LIEN					
9		10		DATE					
10		11		NEW LIENHOLDER'S NAME					
11		12		ADDRESS					
12		13		CITY					
13		14		STATE					
14		15		ZIP					
15		16							

Exhibit 2-3

ISSUED ON STATEMENT OF APPLICANT BRAND "TEN-YEAR TITLE"

VEHICLE IDENTIFICATION NUMBER		YEAR	MAKE	BODY	MODEL	DESCRIPTION
123456		1955	CHEV	PK	TK	
2ND VEHICLE IDENTIFICATION NUMBER		ODOMETER READING		DATE		
		EXEMPT				
TITLE NUMBER	PRINT DATE	WEIGHT	LENGTH	WIDTH	HULL	HORSEPOWER
93351225	05/13/2010					
OWNER'S NAME AND ADDRESS		OTHER PERTINENT DATA				
TEST, IMA SAMPLE ST NAMP, ID 83651-0232		ISSUED ON STATEMENT OF APPLICANT BRAND EXP: 05/13/13				
Assignment of Title <small>Warning: It is a felony to enter a false selling price, name, or address, or to alter or forge this document. Federal and State laws require you to state the mileage when transferring motor vehicle ownership. Failure to complete this disclosure or providing false information may result in fines and/or imprisonment.</small>						
ODOMETER READING - Reading is actual unless indicated otherwise. (NO TENTHS): <input type="text"/> DATE: <input type="text"/> <input type="checkbox"/> In Excess of Mechanical Limits <input type="checkbox"/> Exempt <input type="checkbox"/> Not Actual - Warning: Odometer Discrepancy <input type="checkbox"/> No Device		PURCHASER'S PRINTED NAME(S) A <input type="text"/> B <input type="text"/>				
DATE SOLD: <input type="text"/> SELLING PRICE (see warning above) <input type="text"/>		ADDRESS <input type="text"/>				
SELLER'S OR REPRESENTATIVE'S PRINTED NAME(S) <input type="text"/>		CITY <input type="text"/> STATE <input type="text"/> ZIP <input type="text"/>				
I certify, to the best of my knowledge, that the odometer reading reflects the actual mileage, unless otherwise indicated. I also hereby declare any interest and transfer ownership to the named purchaser. I understand that I must file a release of liability statement within five days of delivering the vehicle to the purchaser. SELLER'S OR REPRESENTATIVE'S SIGNATURE: A <input type="text"/> B <input type="text"/>		I am aware that if I apply for title in this state, I must do so within 30 days of purchase or a \$20.00 late filing penalty may be due. I am also aware of the odometer certification made by the seller. PURCHASER'S OR REPRESENTATIVE'S SIGNATURE: A <input type="text"/> B <input type="text"/> (the purchaser's or representative's signature for representative's printed name)				
Lienholder Section						
FIRST LIEN ITD BANK 3311 W STATE ST BOISE, ID 83707 RECORDED 05/13/2010		SECOND LIEN SIGNATURE RELEASING LIEN <input type="text"/> DATE <input type="text"/>				
SIGNATURE RELEASING LIEN <input type="text"/> DATE <input type="text"/>		NEW LIENHOLDER'S NAME <input type="text"/>				
ADDRESS <input type="text"/>		CITY <input type="text"/> STATE <input type="text"/> ZIP <input type="text"/>				
09844684						

Exhibit 2-4

IDAHO GLIDER KIT BRAND


VEHICLE IDENTIFICATION NUMBER		YEAR	MAKE	BODY	MODEL	DESCRIPTION
1UVYT123098XX2096		2009	FRHT	DS	TK	GLIDER
2ND VEHICLE IDENTIFICATION NUMBER		ODOMETER READING		DATE		
		EXEMPT				
TITLE NUMBER	PRINT DATE	WEIGHT	LENGTH	WIDTH	HULL	HORSEPOWER
069006817	08/14/2006					
OWNER'S NAME AND ADDRESS			OTHER PERTINENT DATA			
TEST, IMA 123 SAMPLE ST BOISE, ID 83707			GLIDER KIT VEHICLE			
						
Assignment of Title Federal and state law requires that you state the mileage when transferring ownership of a motor vehicle. Failure to complete or providing a false statement may result in fines and/or imprisonment.						
ODOMETER READING - Reading is actual unless indicated otherwise. (NO TENTHS): <input type="text"/> DATE: <input type="text"/> <input type="checkbox"/> In Excess of Mechanical Limits <input type="checkbox"/> Exempt <input type="checkbox"/> Not Actual - Warning: Odometer Discrepancy <input type="checkbox"/> No Device			5 PURCHASER'S PRINTED NAME(S) A. <input type="text"/> B. <input type="text"/>			
2 DATE SOLD: <input type="text"/> SELLING PRICE: <input type="text"/>			6 ADDRESS <input type="text"/>			
3 SELLER'S OR REPRESENTATIVE'S PRINTED NAME(S) <input type="text"/>			7 CITY <input type="text"/> STATE <input type="text"/> ZIP <input type="text"/>			
4 I certify, to the best of my knowledge, that the odometer reading reflects the actual mileage, unless otherwise indicated. I also hereby release my interest and transfer ownership to the named purchaser. I understand that I must file a release of liability statement within five days of delivering the vehicle to the purchaser. SELLER'S OR REPRESENTATIVE'S SIGNATURE: A. <input type="text"/> <input checked="" type="checkbox"/> B. <input type="text"/> <input checked="" type="checkbox"/>			8 I am aware that if I apply for title in Idaho, I must do so within 30 days of purchase or a \$20.00 late filing penalty may be due. I am also aware of the odometer certification made by the seller. PURCHASER'S OR REPRESENTATIVE'S SIGNATURE: A. <input type="text"/> <input checked="" type="checkbox"/> B. <input type="text"/> <input checked="" type="checkbox"/>			
Lienholder Section						
FIRST LIEN NONE			SECOND LIEN			
RECORDED 08/14/2006			10 SIGNATURE RELEASING LIEN <input type="text"/> DATE <input type="text"/>			
9 SIGNATURE RELEASING LIEN <input type="text"/> DATE <input type="text"/>			11 NEW LIENHOLDER'S NAME / LIEN-CREATION DATE <input type="text"/>			
07755319			12 ADDRESS <input type="text"/>			
			13 CITY <input type="text"/> STATE <input type="text"/> ZIP <input type="text"/>			

Exhibit 2-5

IDAHO JUNK BRAND


IDAHO CERTIFICATE OF TITLE											
VEHICLE IDENTIFICATION NUMBER 6B570109774		YEAR 1957		MAKE CHEV		BODY PK		MODEL TK		DESCRIPTION 6403	
2ND VEHICLE IDENTIFICATION NUMBER		ODOMETER READING EXEMPT		DATE							
TITLE NUMBER C1234502		PRINT DATE 08/14/2006		WEIGHT		LENGTH		WIDTH		HULL HORSEPOWER PROPULSION	
OWNER'S NAME AND ADDRESS TEST, TITLE OR TITLE, TEST 123 EXAMPLE ST BOISE, ID 83707						OTHER PERTINENT DATA FOR JUNK ONLY					
											
Assignment of Title Federal and state law requires that you state the mileage when transferring ownership of a motor vehicle. Failure to complete or providing a false statement may result in fines and/or imprisonment.											
1 ODOMETER READING - Reading is actual unless indicated otherwise. (NO TENTHS): <input type="text"/> DATE: <input type="text"/> <input type="checkbox"/> In Excess of Mechanical Limits <input type="checkbox"/> Exempt <input type="checkbox"/> Not Actual - Warning: Odometer Discrepancy <input type="checkbox"/> No Device						5 PURCHASER'S PRINTED NAME(S) A • B •					
2 DATE SOLD: <input type="text"/> SELLING PRICE: <input type="text"/>						6 ADDRESS <input type="text"/>					
3 SELLER'S OR REPRESENTATIVE'S PRINTED NAME(S) <input type="text"/>						7 CITY <input type="text"/> STATE <input type="text"/> ZIP <input type="text"/>					
4 I certify, to the best of my knowledge, that the odometer reading reflects the actual mileage, unless otherwise indicated. I also hereby release my interest and transfer ownership to the named purchaser. I understand that I must file a release of liability statement within five days of delivering the vehicle to the purchaser. SELLER'S OR REPRESENTATIVE'S SIGNATURE: A <input checked="" type="checkbox"/> B <input checked="" type="checkbox"/>						8 I am aware that if I apply for title in Idaho, I must do so within 30 days of purchase or a \$20.00 late filing penalty may be due. I am also aware of the odometer certification made by the seller. PURCHASER'S OR REPRESENTATIVE'S SIGNATURE: A <input checked="" type="checkbox"/> B <input checked="" type="checkbox"/> 2nd PURCHASER'S OR REPRESENTATIVE'S SIGNATURE (or representative's printed name):					
Lienholder Section											
FIRST LIEN NONE RECORDED 08/14/2006						SECOND LIEN 10 SIGNATURE RELEASING LIEN <input checked="" type="checkbox"/> DATE <input type="text"/>					
9 SIGNATURE RELEASING LIEN <input checked="" type="checkbox"/> DATE <input type="text"/>						11 NEW LIENHOLDER'S NAME / LIEN-CREATION DATE <input type="text"/>					
12 ADDRESS <input type="text"/>						13 CITY <input type="text"/> STATE <input type="text"/> ZIP <input type="text"/>					

Exhibit 2-6

IDAHO RECONSTRUCT BRAND

TITLE NUMBER		PRINT DATE	WEIGHT	LENGTH	WIDTH	HULL	HORSEPOWER	PROPULSION
063005421		08/14/2006						
Assignment of Title Federal and state law requires that you state the mileage when transferring ownership of a motor vehicle. Failure to complete or providing a false statement may result in fines and/or imprisonment.								
ODOMETER READING - Reading is actual unless indicated otherwise. (NO TENTHS): <input type="text"/> DATE: <input type="text"/> <input type="checkbox"/> In Excess of Mechanical Limits <input type="checkbox"/> Exempt <input type="checkbox"/> Not Actual - Warning: Odometer Discrepancy <input type="checkbox"/> No Device			5 PURCHASER'S PRINTED NAME(S) A * B *					
2 DATE SOLD: <input type="text"/> SELLING PRICE: <input type="text"/>			6 ADDRESS <input type="text"/>					
3 SELLER'S OR REPRESENTATIVE'S PRINTED NAME(S) <input type="text"/>			7 CITY <input type="text"/> STATE <input type="text"/> ZIP <input type="text"/>					
4 I certify, to the best of my knowledge, that the odometer reading reflects the actual mileage, unless otherwise indicated. I also hereby release my interest and transfer ownership to the named purchaser. I understand that I must file a release of liability statement within five days of delivering the vehicle to the purchaser. SELLER'S OR REPRESENTATIVE'S SIGNATURE: A <input checked="" type="checkbox"/> B <input checked="" type="checkbox"/>			8 I am aware that if I apply for title in Idaho, I must do so within 30 days of purchase or a \$20.00 late filing penalty may be due. I am also aware of the odometer certification made by the seller. PURCHASER'S OR REPRESENTATIVE'S SIGNATURE: A <input checked="" type="checkbox"/> B <input checked="" type="checkbox"/> 2nd PURCHASER'S OR REPRESENTATIVE'S SIGNATURE (or representative's printed name):					
Lienholder Section								
FIRST LIEN NONE			SECOND LIEN <input type="text"/>					
RECORDED 08/07/1993			10 SIGNATURE RELEASING LIEN <input checked="" type="checkbox"/> DATE <input type="text"/>					
9 SIGNATURE RELEASING LIEN <input checked="" type="checkbox"/> DATE <input type="text"/>			11 NEW LIENHOLDER'S NAME / LIEN-CREATION DATE <input type="text"/>					
07755318			12 ADDRESS <input type="text"/>					
			13 CITY <input type="text"/> STATE <input type="text"/> ZIP <input type="text"/>					

Exhibit 2-7

IDAHO REPLICA BRAND

IDAHO CERTIFICATE OF TITLE									
VEHICLE IDENTIFICATION NUMBER 4P57J5X145765				YEAR 1963	MAKE CHEV	BODY 2T	MODEL CVT	DESCRIPTION	
2ND VEHICLE IDENTIFICATION NUMBER				ODOMETER READING EXEMPT		DATE			
TITLE NUMBER B901234		PRINT DATE 08/14/2006		WEIGHT	LENGTH	WIDTH	HULL	HORSEPOWER	PROPULSION
OWNER'S NAME AND ADDRESS TEST, BRAND 130 STATE DR BOISE, ID 83704				OTHER PERTINENT DATA REPLICA-RECONSTRUCT VEHICLE					
									
Assignment of Title Federal and state law requires that you state the mileage when transferring ownership of a motor vehicle. Failure to complete or providing a false statement may result in fines and/or imprisonment.									
1 ODOMETER READING - Reading is actual unless indicated otherwise. (NO TENTHS): <input type="text"/> DATE: <input type="text"/> <input type="checkbox"/> In Excess of Mechanical Limits <input type="checkbox"/> Exempt <input type="checkbox"/> Not Actual - Warning: Odometer Discrepancy <input type="checkbox"/> No Device					5 PURCHASER'S PRINTED NAME(S) A • B •				
2 DATE SOLD: <input type="text"/> SELLING PRICE: <input type="text"/>					6 ADDRESS				
3 SELLER'S OR REPRESENTATIVE'S PRINTED NAME(S)					7 CITY <input type="text"/> STATE <input type="text"/> ZIP <input type="text"/>				
4 I certify, to the best of my knowledge, that the odometer reading reflects the actual mileage, unless otherwise indicated. I also hereby release my interest and transfer ownership to the named purchaser. I understand that I must file a release of liability statement within five days of delivering the vehicle to the purchaser. A SELLER'S OR REPRESENTATIVE'S SIGNATURE: B					8 I am aware that if I apply for title in Idaho, I must do so within 30 days of purchase or a \$20.00 late filing penalty may be due. I am also aware of the odometer certification made by the seller. PURCHASER'S OR REPRESENTATIVE'S SIGNATURE: A B 2nd PURCHASER'S OR REPRESENTATIVE'S SIGNATURE (or representative's printed name):				
Lienholder Section									
FIRST LIEN NONE					SECOND LIEN				
RECORDED 08/14/2006					10 SIGNATURE RELEASING LIEN <input type="text"/> DATE <input type="text"/>				
9 SIGNATURE RELEASING LIEN <input type="text"/> DATE <input type="text"/>					11 NEW LIENHOLDER'S NAME / LIEN-CREATION DATE				
12 ADDRESS					13 CITY <input type="text"/> STATE <input type="text"/> ZIP <input type="text"/>				

Exhibit 2-8

IDAHO SPECIALLY CONSTRUCTED BRAND

TITLE NUMBER		PRINT DATE	WEIGHT	LENGTH	WIDTH	HULL	HORSEPOWER	PROPULSION
A93351552		08/15/2006						
Assignment of Title Federal and state law requires that you state the mileage when transferring ownership of a motor vehicle. Failure to complete or providing a false statement may result in fines and/or imprisonment.								
ODOMETER READING - Reading is actual unless indicated otherwise. (NO TENTHS): <input type="text"/> DATE: <input type="text"/>			PURCHASER'S PRINTED NAME(S) A * B *					
<input type="checkbox"/> In Excess of Mechanical Limits <input type="checkbox"/> Not Actual - Warning: Odometer Discrepancy <input type="checkbox"/> Exempt <input type="checkbox"/> No Device			ADDRESS 6					
DATE SOLD: <input type="text"/> SELLING PRICE: <input type="text"/>			CITY <input type="text"/> STATE <input type="text"/> ZIP <input type="text"/>					
SELLER'S OR REPRESENTATIVE'S PRINTED NAME(S) 3			1 I certify, to the best of my knowledge, that the odometer reading reflects the actual mileage, unless otherwise indicated. I also hereby release my interest and transfer ownership to the named purchaser. I understand that I must file a release of liability statement within five days of delivering the vehicle to the purchaser. SELLER'S OR REPRESENTATIVE'S SIGNATURE: A * B *					
8 I am aware that if I apply for title in Idaho, I must do so within 30 days of purchase or a \$20.00 late filing penalty may be due. I am also aware of the odometer certification made by the seller. PURCHASER'S OR REPRESENTATIVE'S SIGNATURE: A * B 2nd PURCHASER'S OR REPRESENTATIVE'S SIGNATURE (or representative's printed name):			5					
Lienholder Section								
FIRST LIEN NONE RECORDED 08/14/2006			SECOND LIEN					
9 SIGNATURE RELEASING LIEN <input type="text"/> DATE <input type="text"/>			10 SIGNATURE RELEASING LIEN <input type="text"/> DATE <input type="text"/>					
11 NEW LIENHOLDER'S NAME / LIEN-CREATION DATE <input type="text"/>			12 ADDRESS <input type="text"/>					
13 CITY <input type="text"/> STATE <input type="text"/> ZIP <input type="text"/>			13 CITY <input type="text"/> STATE <input type="text"/> ZIP <input type="text"/>					

Exhibit 2-9

IDAHO REPAIRED BRAND

IDAHO CERTIFICATE OF TITLE									
VEHICLE IDENTIFICATION NUMBER 12345678901234567		YEAR 1998	MAKE CHEV	BODY 4D	MODEL CRS	DESCRIPTION			
2ND VEHICLE IDENTIFICATION NUMBER		ODOMETER READING 190000 ACTUAL			DATE 08/14/2006				
TITLE NUMBER A93351236		PRINT DATE 08/14/2006	WEIGHT	LENGTH	WIDTH	HULL	HORSEPOWER	PROPULSION	
OWNER'S NAME AND ADDRESS TEST, IMA 4321 SAMPLE ST NAMPA, ID 83651						OTHER PERTINENT DATA REPAIRED VEHICLE			
<p align="center">Assignment of Title</p> <p align="center">Federal and state law requires that you state the mileage when transferring ownership of a motor vehicle. Failure to complete or providing a false statement may result in fines and/or imprisonment.</p>									
<p>1 ODOMETER READING - Reading is actual unless indicated otherwise. (NO TENTHS): <input type="text"/> DATE: <input type="text"/></p> <p><input type="checkbox"/> In Excess of Mechanical Limits <input type="checkbox"/> Exempt</p> <p><input type="checkbox"/> Not Actual - Warning: Odometer Discrepancy <input type="checkbox"/> No Device</p>					<p>5 PURCHASER'S PRINTED NAME(S) A • B •</p>				
<p>2 DATE SOLD: <input type="text"/> SELLING PRICE: <input type="text"/></p>					<p>6 ADDRESS</p>				
<p>3 SELLER'S OR REPRESENTATIVE'S PRINTED NAME(S)</p>					<p>7 CITY <input type="text"/> STATE <input type="text"/> ZIP <input type="text"/></p>				
<p>4 I certify, to the best of my knowledge, that the odometer reading reflects the actual mileage, unless otherwise indicated. I also hereby release my interest and transfer ownership to the named purchaser. I understand that I must file a release of liability statement within five days of delivering the vehicle to the purchaser. SELLER'S OR REPRESENTATIVE'S SIGNATURE: A X B X</p>					<p>8 I am aware that if I apply for title in Idaho, I must do so within 30 days of purchase or a \$20.00 late filing penalty may be due. I am also aware of the odometer certification made by the seller. PURCHASER'S OR REPRESENTATIVE'S SIGNATURE: A X B X 2nd PURCHASER'S OR REPRESENTATIVE'S SIGNATURE (or representative's printed name):</p>				
<p align="center">Lienholder Section</p>									
<p>FIRST LIEN NONE</p>					<p>SECOND LIEN</p>				
<p>RECORDED 08/14/2006</p>					<p>10 SIGNATURE RELEASING LIEN <input type="text"/> DATE <input type="text"/></p>				
<p>9 SIGNATURE RELEASING LIEN <input type="text"/> DATE <input type="text"/></p>					<p>11 NEW LIENHOLDER'S NAME / LIEN-CREATION DATE</p>				
<p>07755323</p>					<p>12 ADDRESS <input type="text"/></p>				
					<p>13 CITY <input type="text"/> STATE <input type="text"/> ZIP <input type="text"/></p>				

Exhibit 2-10

IDAHO PREVIOUS STATE BRAND


VEHICLE IDENTIFICATION NUMBER		YEAR	MAKE	BODY	MODEL	DESCRIPTION
123456789X9876543		2004	CHRY	2D	INT	
2ND VEHICLE IDENTIFICATION NUMBER		ODOMETER READING		DATE		
		987654 ACTUAL		08/14/2006		
TITLE NUMBER	PRINT DATE	WEIGHT	LENGTH	WIDTH	HULL	HORSEPOWER PROPULSION
069006820	08/14/2006					
OWNER'S NAME AND ADDRESS		OTHER PERTINENT DATA				
TEST, IMA SAMPLE ST NAMPA, ID 83651		BY PREVIOUS STATE TN REBUILT				
						
Assignment of Title Federal and state law requires that you state the mileage when transferring ownership of a motor vehicle. Failure to complete or providing a false statement may result in fines and/or imprisonment.						
1 ODOMETER READING - Reading is actual unless indicated otherwise. (NO TENTHS): <input type="text"/> DATE: <input type="text"/> <input type="checkbox"/> In Excess of Mechanical Limits <input type="checkbox"/> Exempt <input type="checkbox"/> Not Actual - Warning: Odometer Discrepancy <input type="checkbox"/> No Device		5 PURCHASER'S PRINTED NAME(S) A • B •				
2 DATE SOLD: <input type="text"/> SELLING PRICE: <input type="text"/>		6 ADDRESS				
3 SELLER'S OR REPRESENTATIVE'S PRINTED NAME(S)		7 CITY STATE ZIP				
4 I certify, to the best of my knowledge, that the odometer reading reflects the actual mileage, unless otherwise indicated. I also hereby release my interest and transfer ownership to the named purchaser. I understand that I must file a release of liability statement within five days of delivering the vehicle to the purchaser. SELLER'S OR REPRESENTATIVE'S SIGNATURE: A X B X		8 I am aware that if I apply for title in Idaho, I must do so within 30 days of purchase or a \$20.00 late filing penalty may be due. I am also aware of the odometer certification made by the seller. PURCHASER'S OR REPRESENTATIVE'S SIGNATURE: A X B X 2nd PURCHASER'S OR REPRESENTATIVE'S SIGNATURE (or representative's printed name)				
Lienholder Section						
FIRST LIEN NONE		SECOND LIEN				
RECORDED 08/14/2006		10 SIGNATURE RELEASING LIEN DATE				
9 SIGNATURE RELEASING LIEN DATE		11 NEW LIENHOLDER'S NAME / LIEN-CREATION DATE				
12 ADDRESS		13 CITY STATE ZIP				

Exhibit 2-11

IDAHO ASSEMBLED

IDAHO									
CERTIFICATE OF TITLE									
<small>ITD-3517 (REV. 1-06)</small> <small>Call # 01-875529-6</small> VEHICLE IDENTIFICATION NUMBER 1234567		YEAR 1978		MAKE FORD		BODY 2D		MODEL MOA	
2ND VEHICLE IDENTIFICATION NUMBER 93351242		ODOMETER READING EXEMPT		DATE 03/15/2010					
TITLE NUMBER 93351242		PRINT DATE 03/15/2010		WEIGHT EXEMPT		LENGTH WIDTH EXEMPT		HULL HORSEPOWER PROPULSION EXEMPT	
OWNER'S NAME AND ADDRESS TEST, IMA SAMPLE ST NAMPA, ID 83651				OTHER PERTINENT DATA ASSEMBLED					
									
Assignment of Title <small>Warning: It is a felony to enter a false selling price, name, or address, or to alter or forge this document. Federal and State laws require you to state the mileage when transferring motor vehicle ownership. Failure to complete this disclosure or providing false information may result in fines and/or imprisonment.</small>									
1 ODOMETER READING - Reading is actual unless indicated otherwise. <small>(NO TENTHS)</small> <input type="text"/> <small>DATE</small> <input type="text"/>				5 PURCHASER'S PRINTED NAME(S) A <input type="text"/> B <input type="text"/>					
<input type="checkbox"/> In Excess of Mechanical Limits <input type="checkbox"/> Exempt <input type="checkbox"/> Not Actual - Warning: Odometer Discrepancy <input type="checkbox"/> No Device				6 ADDRESS <input type="text"/>					
2 DATE SOLD: <input type="text"/> SELLING PRICE (see warning above) <input type="text"/>				7 CITY STATE ZIP <input type="text"/> <input type="text"/> <input type="text"/>					
3 SELLER'S OR REPRESENTATIVE'S PRINTED NAME(S) <input type="text"/>				8 PURCHASER'S OR REPRESENTATIVE'S SIGNATURE: A <input type="text"/> B <input type="text"/>					
4 I certify, to the best of my knowledge, that the odometer reading reflects the actual mileage, unless otherwise indicated. I also hereby warrant my interest and transfer ownership to the named purchaser. I understand that I must file a release of liability statement within five days of delivering the vehicle to the purchaser. SELLER'S OR REPRESENTATIVE'S SIGNATURE: A <input type="text"/> B <input type="text"/>				9 NEW LIENHOLDER'S NAME <input type="text"/>					
10 SIGNATURE RELEASING LIEN <input type="text"/> DATE <input type="text"/>				11 ADDRESS <input type="text"/>					
12 FIRST LIEN NONE				13 CITY STATE ZIP <input type="text"/> <input type="text"/> <input type="text"/>					
RECORDED 07/02/1993				09764936					

Exhibit 2-12

IDAHO REPLICA

IDAHO									
CERTIFICATE OF TITLE									
<small>ITD-3517 (REV. 1-94) Call # 01-875529-8</small> VEHICLE IDENTIFICATION NUMBER 4P57J5X145765		YEAR 1963		MAKE CHEV		BODY 2T		MODEL CVT	
2ND VEHICLE IDENTIFICATION NUMBER 4P57J5X145765		ODOMETER READING EXEMPT		DATE					
TITLE NUMBER B901234		PRINT DATE 03/15/2010		WEIGHT		LENGTH WIDTH		HULL HORSEPOWER PROPLSION	
OWNER'S NAME AND ADDRESS TEST, BRAND 130 STATE DR BOISE, ID 83704		OTHER PERTINENT DATA REPLICA							
									
Assignment of Title <small>Warning: It is a felony to enter a false selling price, name, or address, or to alter or forge this document. Federal and State laws require you to state the mileage when transferring motor vehicle ownership. Failure to complete this disclosure or providing false information may result in fines and/or imprisonment.</small>									
ODOMETER READING - Reading is actual unless indicated otherwise. (NO TENTHS): <input type="text"/> DATE: <input type="text"/>				5 PURCHASER'S PRINTED NAME(S)					
<input type="checkbox"/> In Excess of Mechanical Limits <input type="checkbox"/> Exempt <input type="checkbox"/> Not Actual - Warning: Odometer Discrepancy <input type="checkbox"/> No Device				6 ADDRESS					
3 DATE SOLD: <input type="text"/> SELLING PRICE (see warning above) <input type="text"/>				7 CITY <input type="text"/> STATE <input type="text"/> ZIP <input type="text"/>					
4 SELLER'S OR REPRESENTATIVE'S PRINTED NAME(S) <input type="text"/>				8 I am aware that if I apply for title in Idaho, I must do so within 30 days of purchase or a \$20.00 late filing penalty may be due. I am also aware of the odometer certification made by the seller. PURCHASER'S OR REPRESENTATIVE'S SIGNATURE: <input type="text"/>					
4 SELLER'S OR REPRESENTATIVE'S SIGNATURE: <input type="text"/>				9 USE PURCHASER'S OR REPRESENTATIVE'S SIGNATURE (for representative's printed name): <input type="text"/>					
Lienholder Section									
FIRST LIEN NONE					SECOND LIEN				
10 RECORDED 08/14/2006					SIGNATURE RELEASING LIEN <input type="text"/> DATE <input type="text"/>				
9 SIGNATURE RELEASING LIEN <input type="text"/> DATE <input type="text"/>					11 NEW LIENHOLDER'S NAME <input type="text"/>				
12 ADDRESS <input type="text"/>					13 CITY <input type="text"/> STATE <input type="text"/> ZIP <input type="text"/>				
09761937									

Exhibit 2-13

IDAHO REBUILT SALVAGE

VEHICLE IDENTIFICATION NUMBER		YEAR	MAKE	BODY	MODEL	DESCRIPTION
132456		1955	CHEV	PK	TK	
2ND VEHICLE IDENTIFICATION NUMBER		ODOMETER READING				
		EXEMPT				
TITLE NUMBER	PRINT DATE	WEIGHT	LENGTH	WIDTH	FULL	HORSEPOWER
029004384	03/15/2010					
OWNER'S NAME AND ADDRESS		OTHER PERTINENT DATA				
TEST, IMA SAMPLE ST NAMPA, ID 83651		REBUILT SALVAGE				
<p>Warning: It is a felony to enter a false selling price, name, or address, or to alter or forge this document. Federal and State laws require you to state the mileage when transferring motor vehicle ownership. Failure to complete this disclosure or providing false information may result in fines and/or imprisonment.</p>						
<p>ODOMETER READING - Reading is actual unless indicated otherwise.</p> <p>(NO TENTHS) <input type="text"/> DATE: <input type="text"/></p> <p><input type="checkbox"/> In Excess of Mechanical Limits <input type="checkbox"/> Exempt</p> <p><input type="checkbox"/> Not Actual - Warning: Odometer Discrepancy <input type="checkbox"/> No Deviation</p>		<p>5 PURCHASER'S PRINTED NAME(S)</p> <p>A *</p> <p>B *</p>				
<p>DATE SOLD: <input type="text"/> SELLING PRICE: (see warning above)</p>		<p>6 ADDRESS</p>				
<p>3 SELLER'S OR REPRESENTATIVE'S PRINTED NAME(S)</p>		<p>7 CITY STATE ZIP</p>				
<p>4 I certify, to the best of my knowledge, that the odometer reading reflects the actual mileage, unless otherwise indicated. I also hereby release my interest and transfer ownership to the named purchaser. I understand that I must file a release of liability statement within five days of delivering the vehicle to the purchaser.</p> <p>SELLER'S OR REPRESENTATIVE'S SIGNATURE:</p> <p>A <input type="text"/></p> <p>B <input type="text"/></p>		<p>8 I am aware that if I apply for title in Idaho, I must do so within 30 days of purchase or a \$20.00 late filing penalty may be due. I am also aware of the odometer certification made by the seller.</p> <p>PURCHASER'S OR REPRESENTATIVE'S SIGNATURE:</p> <p>A <input type="text"/></p> <p>B <input type="text"/></p>				
<p>Lienholder Section</p>						
<p>FIRST LIEN</p> <p>NONE</p>		<p>SECOND LIEN</p>				
<p>RECORDED 08/09/2002</p>		<p>9 SIGNATURE RELEASING LIEN DATE</p>				
<p>10 SIGNATURE RELEASING LIEN DATE</p>		<p>11 NEW LIENHOLDER'S NAME</p>				
<p>12 ADDRESS</p>		<p>13 CITY STATE ZIP</p>				
<p>09761938</p>						

Exhibit 2-14

IDAHO STREET ROD

VEHICLE IDENTIFICATION NUMBER		YEAR	MAKE	BODY	MODEL	DESCRIPTION
123456		1966	MG	CV	MGG	
2ND VEHICLE IDENTIFICATION NUMBER		ODOMETER READING		DATE		
		EXEMPT				
TITLE NUMBER	PRINT DATE	WEIGHT	LENGTH	WIDTH	HULL	HORSEPOWER
93351241	03/15/2010					
OWNER'S NAME AND ADDRESS		OTHER PERTINENT DATA				
TEST, IMA OR TEST, URA SAMPLE ST NAMPA, ID 83651		STREET ROD				
<p>Warning: It is a felony to enter a false selling price, name, or address, or to alter or forge this document. Federal and State laws require you to state the mileage when transferring motor vehicle ownership. Failure to complete this disclosure or providing false information may result in fines and/or imprisonment.</p>						
<p>DOOMETER READING - Reading is actual unless indicated otherwise.</p> <p>(NO TENTHS) <input type="text"/> DATE: <input type="text"/></p> <p><input type="checkbox"/> In Excess of Mechanical Limits <input type="checkbox"/> Exempt</p> <p><input type="checkbox"/> Not Actual - Warning: Odometer Discrepancy <input type="checkbox"/> No Device</p>		<p>PURCHASER'S PRINTED NAME(S)</p> <p>A <input type="checkbox"/></p> <p>B <input type="checkbox"/></p>				
DATE SOLD: <input type="text"/>		ADDRESS				
SELLER'S OR REPRESENTATIVE'S PRINTED NAME(S)		CITY STATE ZIP				
<p>I certify, to the best of my knowledge, that the odometer reading reflects the actual mileage, unless otherwise indicated. I also hereby release my interest and transfer ownership to the named purchaser. I understand that I must file a release of liability statement within ten days of delivering the vehicle to the purchaser.</p> <p>SELLER'S OR REPRESENTATIVE'S SIGNATURE:</p> <p>A <input type="text"/></p> <p>B <input type="text"/></p>		<p>I am aware that if I apply for title in Idaho, I must do so within 30 days of purchase or a \$20.00 late filing penalty may be due. I am also aware of the odometer verification made by the seller.</p> <p>PURCHASER'S OR REPRESENTATIVE'S SIGNATURE:</p> <p>A <input type="text"/></p> <p>B <input type="text"/></p>				
<p>Liensholder Section</p> <p>FIRST LIEN: NONE</p> <p>RECORDED 04/07/2000</p> <p>SIGNATURE RELEASING LIEN: <input type="text"/> DATE: <input type="text"/></p> <p>NEW LIENHOLDER'S NAME: <input type="text"/></p> <p>ADDRESS: <input type="text"/></p> <p>CITY STATE ZIP: <input type="text"/></p>						

Exhibit 2-15

IDAHO REPLICA – STREET ROD

VEHICLE IDENTIFICATION NUMBER		YEAR	MAKE	BODY	MODEL	DESCRIPTION	
TEST1234567899999		1937	CHEV	PK	TK		
2ND VEHICLE IDENTIFICATION NUMBER		ODOMETER READING		DATE			
		EXEMPT					
TITLE NUMBER	PRINT DATE	WEIGHT	LENGTH	WIDTH	HULL	HORSEPOWER	PROPULSION
089007515	03/15/2010						
OWNER'S NAME AND ADDRESS		OTHER PERTINENT DATA					
ROD, REPLICA STREET OR RECORD, TEST 123 EASY ST KUNA, ID 83000		REPLICA-STREET ROD 					
* DUPLICATE TITLE *							
Assignment of Title							
Warning: It is a felony to enter a false selling price, name, or address, or to alter or forge this document. Federal and State laws require you to state the mileage when transferring motor vehicle ownership. Failure to complete this disclosure or providing false information may result in fines and/or imprisonment.							
ODOMETER READING - Reading is actual unless indicated otherwise. (NO TENTHS): <input type="text"/> DATE: <input type="text"/>		PURCHASER'S PRINTED NAME(S) A <input type="checkbox"/> B <input type="checkbox"/>					
<input type="checkbox"/> In Excess of Mechanical Limits <input type="checkbox"/> Exempt <input type="checkbox"/> Not Actual - Warning: Odometer Discrepancy <input type="checkbox"/> No Device		ADDRESS CITY STATE ZIP					
DATE SOLD: <input type="text"/>		SELLING PRICE (see warning above): <input type="text"/>					
SELLER'S OR REPRESENTATIVE'S PRINTED NAME(S):		PURCHASER'S OR REPRESENTATIVE'S SIGNATURE:					
I certify, to the best of my knowledge, that the odometer reading reflects the actual mileage unless otherwise indicated. I am hereby releasing my interest and transfer ownership to the named purchaser. I understand that I must file a release of liability statement within five days of delivering the vehicle to the purchaser. SELLER'S OR REPRESENTATIVE'S SIGNATURE:		I am aware that if I apply for title in Idaho, I must do so within 30 days of purchase or a \$25.00 late filing penalty may be due. I am also aware of the odometer certification made by the seller. PURCHASER'S OR REPRESENTATIVE'S SIGNATURE: and PURCHASER'S OR REPRESENTATIVE'S SIGNATURE (for representative's printed name):					
Lienholder Section							
FIRST LIEN		SECOND LIEN					
NONE							
RECORDED 04/03/2009		SIGNATURE RELEASING LIEN DATE					
SIGNATURE RELEASING LIEN DATE		NEW LIENHOLDER'S NAME					
09761940		ADDRESS					
		CITY STATE ZIP					

2.5 CANADIAN VEHICLES

What documents are required to title a vehicle from Canada?

The following documents are required:

1. A title application.
2. Canadian title or registration.

Only Nova Scotia issues titles. In the other provinces, the registration serves as the ownership document.

3. A VIN inspection.
4. Original or verified copy of bill of sale for each transfer.
5. A lien search from the province where the vehicle was last registered or an indemnifying affidavit. If there is a lien on the vehicle, then the application must be accompanied by a lien release or the lien must be entered on the title application.

The bill of sale from the registered owner is not required if the assignment on the registration or title has been properly completed.

6. An odometer conversion statement is required only when all of the following occur:

- The vehicle is not exempt from odometer disclosure requirements.
- The odometer has been converted from kilometers to miles.
- The current mileage reading is less than the previous kilometer reading.
- The odometer status is "Actual."

The statement must include the year, make, vehicle identification number, and the original reading in kilometers as well as the mileage to which the new speedometer assembly was set. The statement is completed by the technician who did the work.

7. Evidence that U.S. Customs Service, U.S. DOT safety, and Environmental Protection Act (EPA) requirements have been met. Any U.S. Customs Service form can satisfy these requirements if it contains: (1) The vehicle description, including the VIN, (2) a U.S. Customs Service Agent signature or stamp, and (3) an indication that the vehicle complies with U.S. DOT and EPA standards. Some examples include

- Entry Summary, Customs Form 7501 (most commonly used by individuals bringing a vehicle in for personal use).

- Entry/Immediate Delivery, (CSB Form 3461)
- Entry and Manifest of Merchandise Free Of Duty (CBP Form 7523)
- Declaration for Free Entry of Unaccompanied Articles (CBP Form 3299).

OR

In lieu of the U.S. Customs Service documents listed above, the applicant may state on the indemnifying affidavit **"I certify that I am aware that I may be assessed a civil penalty up to \$5,000 and/or the vehicle may be seized by the U.S. Customs Service if the vehicle has not met U.S. Customs Service entry requirements prior to the registration and/or titling of this vehicle. I accept full responsibility for complying with all U.S. DOT, EPA, and Customs Service requirements."**

If the vehicle has been sold since the last registration was signed, the seller or applicant may sign the indemnifying affidavit.

An applicant bringing a vehicle in for **personal use** may also demonstrate that DOT safety and EPA requirements have been satisfied by submitting a **letter from the manufacturer** stating that the vehicle was built to U.S. standards. This letter must list a vehicle description which includes the VIN. This should accompany U.S. Customs Service Entry Summary Form 7501.

Additionally, if a **non-exempt vehicle was imported by a registered importer** or a Customs document was submitted that indicates a DOT bond was posted, the application must be accompanied by a **"bond release" or an indemnifying affidavit from the registered importer stating that all U.S. DOT and EPA requirements have been or will be satisfied within their required time frame.** If a Canadian vehicle was imported by a registered importer and the title application was not accompanied by a DOT bond release letter, the title will be issued with the notation, **"DOT BOND RLS PENDING,"** unless the vehicle is of a category for which a DOT bond is not required to be posted (see below).

U.S. Customs will be notified of any title applications received at ITD without Customs documents.

- If the vehicle identification number can be verified to be that of a grey market vehicle, contact ITD at (208) 334-8663 for additional requirements.

What is a lien search?

A lien status report from the lien record files of the Canadian province that registered the vehicle. It indicates any liens recorded on the vehicle in that province. The search is conducted by vehicle identification number.

What if the title applicant does not have a lien search?

Complete an Indemnifying Affidavit (ITD 3410) as to the lien status (see Exhibit 2-16).

What if the last registration has been lost?

Obtain a confirmation of ownership or verification of registration from the appropriate provincial office and submit it with a statement saying the original was lost (see Exhibit 2-17, Addresses for Canadian Registration and Lien Search Information).

What is an NVIS?

An NVIS (New Vehicle Information Statement) is issued as an ownership document by some Canadian dealers for new vehicles that are intended for sale in Canada. These vehicles must meet US DOT EPA and Customs Border protection requirements for Canadian-Registered vehicles.

Is an NVIS acceptable for titling purposes?

Yes.

Is it true that British Columbia issues several types of registration forms?

Yes. British Columbia issues registrations with form numbers APV 1, APV 9, APV 17, and APV 250, depending on the nature of the registration transaction. The form number is generally located in the lower left corner of the form.

The document may indicate it is a confirmation document, or it may indicate it is an interim document that is to be followed by a confirmation document. Any of these forms are valid, provided it has received a validation stamp from the issuing officer.

Where does a title applicant obtain information on a Canadian registration or a lien search?

From one of the agencies listed in Exhibit 2-17.

Can titles issued for Canadian vehicles be mailed anywhere?

No. **Titles** for Canadian vehicles **can only be mailed to Idaho addresses.**

Are DOT bonds required to be posted for all vehicles from Canada?

No. **A DOT bond is not required to be posted for:**

- Vehicles 25 years old or older.
- Off-road vehicles, including snowmobiles, ATVs, and off-road motorbikes.
- Incomplete vehicles, such as cab and chassis vehicles.

If a vehicle titled in the U.S. is registered in Canada and then returns to Idaho, must DOT and EPA requirements be addressed?

If a **Canadian vehicle once titled in Idaho or another state returns to Canada and then comes back to Idaho**, U.S. Customs requirements must be satisfied, but no DOT or EPA bond release letter or certification would be necessary unless Customs documentation indicated that a bond had been posted.

Exhibit 2-16

INDEMNIFYING AFFIDAVIT


		Indemnifying Affidavit Idaho Transportation Department Vehicle Services		ITD 3410 (Rev. 07-13) Supply # 01-958056-2 itd.idaho.gov	
Vehicle/Hull Identification Number		Year	Make	Model	
Vehicle/Vessel Purchased From					
Address					
City		State	Zip	Date Purchased	
<p>I, the undersigned, acknowledge it is a felony to make a false statement in this affidavit (Section 49-518, Idaho Code). I certify that the above-described vehicle/vessel is <u>free from all liens and encumbrances</u>, except as set forth in my application for Idaho Certificate of Title. I am entitled to possession and ownership of the vehicle or vessel because:</p> <p>_____</p> <p>_____</p> <p>_____</p> <p>_____</p>					
<p>If the vehicle described above was imported from another country, I certify that the vehicle is now in Idaho. If the vehicle was commercially imported, I certify that to the best of my knowledge all U.S. DOT Federal Motor Vehicle Safety Standards, EPA, and US Customs and Border Protection requirements have been or will have been satisfied within the required timeframe. If the vehicle was imported for personal use from Canada, I certify that I am aware that I may be assessed a civil penalty up to \$5,000 and/or the vehicle may be seized by the US Customs and Border Protection if the vehicle has not met their entry requirements prior to the registration and/or titling of this vehicle. I accept full responsibility for complying with all U.S. DOT Federal Motor Vehicle Safety Standards, EPA, and US Customs and Border Protection requirements.</p> <p>If the above described property is a vessel, ATV, off-road motorbike, snowmobile, utility type vehicle, slide-in truck camper, or neighborhood electric vehicle (NEV), and no title or Manufacturer's Statement of Origin (MSO) or Manufacturer's Certificate of Origin (MCO) is being submitted, I certify that no MSO or MCO exists and that the vessel or vehicle has never been titled unless otherwise indicated below.</p> <p>Other Pertinent Facts:</p> <p>_____</p> <p>_____</p> <p>_____</p> <p>_____</p>					
<p>This affidavit is attached to and made a part of my application for Idaho Certificate of Title to the above-described vehicle/vessel. I do hereby agree to warrant and defend said Title, and to not only save harmless and defend, regardless of outcome, the Idaho Transportation Department (ITD) from the expenses of and against all suits, actions, claims, losses, or assertion of claims including costs, expenses and attorney fees to which the department may be subjected on account of any defect in my Title to the vehicle/vessel in question, but also to pay any and all damages suffered by any person or entity resulting from the issuance of this title by the Idaho Department of Transportation.</p> <p>I certify under penalty of perjury pursuant to the law of the State of Idaho that the foregoing is true and correct, and that the signature below is my true and legal signature.</p>					
Printed Full Legal Name / Business Name			Owner's Idaho Driver's License Number or SSN / Business's EIN		
Owner's Physical Address / Business's Physical Address			City	State	Zip
Owner / Business Representative's Signature			Date	Daytime Phone Number	
X				()	

Exhibit 2-17**ADDRESSES FOR CANADIAN REGISTRATION
AND LIEN SEARCH INFORMATION**

Registrations	Lien Searches
Alberta Government Services Call Centre 3rd Floor, John E Brownley Bldg. 10365 97th St. Edmonton, AB T5J 3W7 Canada Phone: (708) 427-7013 www.gov.ab.ca/gs	Vehicle Registry Dept. of the Attorney General Personal Property Registry 5th Floor JE Brownley Bldg. 10365 97th St. Edmonton, AB T5H 3W7 Canada Phone: (403) 422-7344
Insurance Corp. of British Columbia Vehicle Records Unit, Rm 154 151 W. Esplanade N. Vancouver, BC V7M 3H9 Canada Phone: (604) 661-2233 Fax: (604) 443-7307	Ministry of Consumer & Corporate Relations Personal Property Registry 940 Blanshard St. Victoria, BC V8W 3E6 Canada Phone: (250) 356-8609
Manitoba Public Insurance Driver & Vehicle Licensing -Box 6300 1075 Portage Ave. Winnipeg, MB R3C 4A4 Canada Phone: (204) 985-1999	Province of Manitoba Personal Property Registry 15th Floor, 405 Broadway Winnipeg, MB R3C 3L6 Canada Phone: (204) 945-3123
New Brunswick Dept. of Public Safety Motor Vehicle Branch PO Box 6000 Fredericton, NB E3B 5H1 Canada Phone: (506) 453-2410	Service New Brunswick Corporation PO Box 6000 Fredericton, NB E3B 5H1 Canada Phone: (506) 453-2817

Exhibit 2-17 (continued)

Registrations	Lien Searches
<p>Newfoundland & Labrador Dept. of Transportation Motor Registration Division Deputy Registrar PO Box 8710 St. John's, NL A1B 4J5 Canada Phone: (709) 729-2520 Fax: (709) 729-6955</p>	<p>Dept. of Government Services & Lands Registry of Bills of Sale PO Box 8700 St. John's, NL A1B 4J6 Canada Phone (709) 729-3302</p>
<p>Nova Scotia & Municipal Relations Service Dept. of Service Delivery PO Box 1652 Halifax, NS B3J 2Z3 Canada Phone: (902) 424-5851</p>	<p>Dept of the Attorney General Registry of Deeds PO Box 2205 151 Terminal Rd 2nd Floor Halifax, NS B3J 3C4 Canada Phone: (902) 424-8571</p>
<p>Nunavut Dept. Economic Development and Transportation Motor Vehicles Division PO Box 10 Gjoa Haven, NU X0B 1J0 Phone: (867)360-4615 Fax: (867)360-4619</p>	<p>Nunavut Legal Registries Dept. of Justice PO Box 1000 Station 570, Iqaluit, NU X0A 0H0 Phone: (867) 975-6187</p>
<p>Ontario Ministry of Transportation & Communications Ferguson Block, Queens Park Toronto, ON M7A 2J8 Canada</p>	<p>Ministry of Government Services Personal Property Security Registration 393 University Ave., 3rd Floor Toronto, ON M5G 1E6 Canada Phone: (800) 267-8847</p>
<p>Prince Edward Island Dept. of Transportation & Public Works Highway Safety Division PO Box 2000 Charlottetown, PE C1A 7N8 Canada Phone: (902) 368-6847</p>	<p>Not applicable.</p>

<p>Societe l'assurance Automobile Du Quebec 333 Boul Jean-Lesage, C-3-1 Quebec, PQ G11K 8J6 Canada Fax (418) 528-1972</p>	<p>Registre Des Droits Personnels Et Reels Mobiliers, (RDPRM) 1 Notre Dame Est. 74 Montreal, PQ H2Y 1B6 Canada Phone: (514) 864-4949 Fax: (514) 864-4867 www.rdpm.gouv.gc.ca</p>

South Region

<p>Saskatchewan Government Insurance Auto Fund Division Customer Service Centre 2280 11th Ave. Regina, SK S4P 2N7 Canada Phone: (306) 775-6900 Toll Free 1-800-667-9868</p>	<p>Dept. of Justice Personal Property Registry 260 – 10 Research Dr. Regina, SK S4P 3S5 Canada Phone: (306) 787-6787</p>
<p>Yukon Dept. of Community Services Registrar of Motor Vehicles Box 2703 Whitehorse, YT Y1A 2C6 Canada Phone: (867) 667-5315</p>	<p>Dept. of Consumer & Corporate Affairs Personal Property Security Registry Box 2703 Whitehorse, YT Y1A 2C6 Canada Phone: (867) 667-5442</p>
<p>Motor Vehicles Division Dept. of Transportation Government of the Northwest Territories Box 1320 Yellowknife, NT X1A 2L9 Canada Phone: (867) 873-7406 Fax: (867) 873-0120</p>	<p>Dept. of Justice & Public Services Legal Registries Government of the Northwest Territories Yellowknife, NT X1A 2L9 Canada Phone: (867) 873-7493</p>

2.6 CERTIFICATION OF DOCUMENTS

Who can certify that a document is a "true and correct copy"?

Only a county recorder can certify the authenticity of a document.

Who can verify that a document is a "true and correct copy"?

Any individual involved, including deputy assessors, lienholders, buyers, sellers, dealers, grantors, grantees, personal representatives, etc. The address of the person verifying the authenticity of the document should also be included.

Will a verified document be accepted in lieu of a certified document?

Yes.

What documents can be certified or verified?

Any documents except primary ownership documents, i.e., titles, MSO/MCOs, registrations, etc.

Notaries

Do signatures on title documents ever have to be notarized?

Yes:

- When the applicant signs any duplicate title application. In lieu of a notary, an ITD agent or employee may certify the signature.
- Any Power of Attorney used when applying for a duplicate title must be notarized. In lieu of a notary, an ITD agent or employee may certify the signature.

The creation of section 9-1406, Idaho code by the 2013 Legislature removed the requirement for an affidavit to be notarized when other required language is present on the form. All of ITD's title-related affidavits have subsequently had the required language added and the notary section removed. If an earlier version of an affidavit containing the notary section is being used, the signature must still be notarized.

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Fax Copies

Is a fax copy acceptable?

A fax copy of any document, except a primary ownership document, is acceptable if the fax originated from the author of the document, as evidenced by the header. This is true regardless of who the recipient was. If the original fax is submitted, it must be verified to be the original fax, unless a county agency or ITD was the recipient. The recipient should note that they received the fax from the original source. Emailed documents are treated the same. Print the attachment and the email message with the sender's name and verify it is a copy of the original.

Is a photocopied fax copy acceptable?

A photocopy of a fax copy is acceptable, provided that someone involved with the transaction has verified the photocopy to be a true and correct copy of the original fax.

Is a faxed copy of a notarized affidavit acceptable?

Yes, if the **fax** originated **from the author of the document**, as evidenced by the header. This is true regardless of who received the document. If an **original fax** is submitted, it **must be verified** to be the original fax unless a county agency or ITD was the recipient.

2.7 CORRECTIONS TO TITLES

How is a printed error on the front of an existing title corrected?

When a vehicle owner or lienholder discovers an error on a title, they may apply for a corrected title at any County Assessor's office or through ITD Vehicle Services in Boise.

What documentation is required when a correction is requested?

That depends on what information is in error:

- **Owner's or lienholder's name:** If the error is only in spelling and is obviously a typographical error by Vehicle Services, then no documentation is required. If a wrong name has been entered for the owner or lienholder, then:
 1. The named owner or lienholder must sign the appropriate release.
 2. The correct owner's or lienholder's name must be entered in the space provided for a new owner or lienholder.
- **Make, Year and/or Description of the vehicle**
- **Vehicle Identification Number:** A Vehicle Identification Number Affidavit of Inspection should be completed by a peace officer, motor vehicle investigator, or deputy assessor.

Further documentation may be required depending on the nature of the error, i.e., the correction is to a totally different VIN representing another vehicle.

What is the fee for a title correction?

If the error was the fault of the ITD or its agents, there is no charge. Otherwise, the current title fee is due.

What is used for the lien recorded date when a title is submitted to correct the lienholder name?

If a title is submitted to correct a lienholder's name to that of a different lienholder, whether or not the original recorded date would be retained depends largely on whether or not financing was attempted with the recorded lienholder.

The recorded date is typically valid only for the lien/lienholder originally recorded e.g., in the case of a refinance, the original recorded date of the first lienholder would not be carried forward to the second lienholder. The same would hold true if a customer attempted to finance with the recorded lienholder, but either they weren't able to qualify for the loan, or got a better deal from a different lienholder. In these cases, a new recorded date would be assigned to the corrected title, which would be the date the correction transaction was received.

However, if a dealer states in writing that: (1) the customer never attempted to finance with the incorrect lienholder; (2) they have a contract in the name of the correct lienholder that was signed either on the same date as the lien creation-based recorded date, or prior to a non-lien creation-based recorded date on the original title; and (3) they simply entered the wrong name on the 502, the original recorded date will be retained, provided they also include a copy of the contract to support it.

2.8 CORRECTIONS TO TITLE DOCUMENTS

What are considered corrections to title documents?

For purposes of this section, these are corrections made:

On title applications.

On the assignment areas of titles, MCOs, and MSOs.

To other title documents such as bills of sale and powers of attorney.

How are all errors corrected on title applications?

The person who prepared the application should line out the incorrect information with a single line (**NEVER WHITE OUT OR ERASE AN ERROR**), enter the correct information as legibly as possible, and initial the correction. The person initialing the correction should be the person who prepared the application. If someone else from the preparer's business makes a correction, that person should sign his or her full name and title.

How are typographical errors corrected when made on any other title document?

The person who made the error should line it out with a single line, enter the correct information as legibly as possible, and initial it. This holds true whether the error is in a name or the vehicle description. **NEVER WHITE OUT AN ERROR! NEVER ERASE AN ERROR!** If you do so, the document may be considered void.

How can a non-typographical error in a vehicle description be corrected on a document other than the application?

If the VIN for the wrong vehicle was listed, a new document should be obtained. Other errors may be corrected by lining out the incorrect information, entering the correct information, and initialing the correction.

How are non-typographical errors in names corrected on documents other than the application?

This depends on the nature of the error. If the **errant name is simply a variation of the correct name**, a one-and-the-same statement may be necessary if the variation is significantly different (see Section 2.28, Names and Signatures, for guidelines). If the variation is minor and does not require a one-and-the-same statement, no action is necessary.

If the errant name represents a person who shouldn't have appeared on that document, the corrective action will vary with the circumstances.

For example, if the name of **a person who backed out of a deal** appears in the purchaser section of a document, a release-of-interest statement from that person must be submitted if that person signed the title as purchaser. If the listed purchaser did not sign the title, the dealer or financial agency may complete a Statement of Correction.

Likewise, if **customer A's name is entered on the title to customer B's vehicle**, either a release-of-interest statement from customer A must be submitted, or the person who made the error may complete a statement of correction on behalf of the business. A statement must be included which assures ITD that the person whose name is being removed is not a previous Idaho owner.

If the name of a person who was a **previous Idaho owner** appears as a buyer and/or seller on a title document, the person must title the

vehicle first if he or she doesn't have a dealer's license.

If the name of a **previous out-of-state owner** appears in the purchaser section of a title document, a bill of sale or release-of-interest statement is required from that person.

If a registered owner signs the release line on a title in error, and no transfer or name change is occurring, how can this error be corrected?

This can be corrected in one of two ways. Either the registered owner may reenter his name, signature, and address in the new purchaser section, or the registered owner may line out his signature and submit an error statement declaring that he signed off in error and there is no change in ownership.

How do you correct an error in the signature on the lienholder release line?

That depends on the circumstances. Two common situations are described below.

1. The lienholder signs the release but uses a business name different than the name on the face of the title.

The lienholder must submit a one-and-the-same statement certifying that the two names represent the same business.

2. An unrecorded lienholder signs the release, but another lienholder is listed on the face of the title.

The lienholder whose name appears on the face of the title must sign a lien release statement.

How do you correct an error in the name of the new lienholder on a title?

Put a line through the incorrect name.

If there is no lienholder, print or type "None" in the lienholder space.

If there is a lienholder, enter the name and address.

Submit a statement of correction explaining the error or a lien release from the incorrectly listed lienholder.

2.9 DIVORCES

When is a divorce decree required for transfer of a title?

When the vehicle is titled in one spouse's name and the property settlement awards the vehicle to the other spouse and the spouse on the face of the title has not released interest.

OR

When the vehicle is titled in both spouses' names, the names are connected by an "and," and both have not released. For example, if the names on the title are:

John G. Jones **and** Mary K. Jones

and only John G. Jones has released, a divorce decree is necessary that awards the vehicle to John G. Jones.

No decree is required if both spouses sign the release on the title.

No decree is required if the vehicle is titled in the name of:

John G. Jones **or** Mary K. Jones

and one of them has signed a release on the title.

What must be included in the decree?

Proof that it is the final decree filed in court. On the original document, this may be indicated by the judge's signature or by s/s or /s/ or ss on the signature line, which indicates the judge has seen it. If a copy is submitted, it must be certified or verified to be a true copy of the original.

In the vehicle description, a divorce decree must include at least the year and make. A VIN is also required if the vehicle is not easily distinguishable from other vehicles owned by the parties involved, e.g., the couple owns two 2004 Toyotas.

The name of the spouse to whom the vehicle was awarded.

Does Vehicle Services need the whole decree?

No, only the page indicating who the plaintiff and respondent are, the page indicating who was awarded the vehicle, and the page indicating the decree was filed in court.

What if the title is lost or not available?

The person to whom the vehicle was awarded may apply for title with:

- A certified or verified copy of the divorce decree.
- A **notarized** Indemnifying Affidavit.
- A VIN inspection.
- A lien release from any lienholder shown on the previous title if the lien will not be recorded on the new title.

Can the vehicle be transferred to a third party without being titled in the name of the awarded spouse?

No.

2.10 DONATED VEHICLES AND DRAWINGS

If a vehicle is donated to a nonprofit organization to be auctioned off or given away in a drawing, must the nonprofit organization title the vehicle first?

If a **vehicle is donated** to a nonprofit organization for its use and ownership is passed to that organization, the organization must title the vehicle in its name before reselling it if it appears as the purchaser or transferee on a title, bill of sale, or other titling document.

However, if a vehicle is donated to a nonprofit organization and the **owner** states in writing that he is retaining ownership until the vehicle is sold at an auction or given away at a drawing and simply **donating the proceeds**, the organization is not required to title the vehicle in its name. Likewise, if the vehicle is given away in a drawing, and the donor makes the preceding statement, the winner is allowed to title the vehicle directly (ITD views this transaction as being from the donor to the winner with the **proceeds of the drawing** donated to the nonprofit organization). Special tax considerations may need to be addressed. Contact the State Tax Commission for more information.

A titled owner who is donating a vehicle should be aware that he retains liability while the vehicle remains titled in his name unless he files a **release of liability**. If he does file a release of liability, the donee must title in its name unless it has a dealers license.

If a **dealer is donating a vehicle** to an organization that will give it away at a drawing, the dealer must pay tax on his acquisition cost. He may then provide the receiving organization with an ST-133 Gift Affidavit. That organization may then complete another ST-133 Gift Affidavit for the winner. The organization may title the vehicle in its name or it may choose not to. If it does not title the vehicle, the winner would be the next party to title the vehicle.

If the **vehicle is being auctioned off**, the dealer may retain ownership until the time of the auction and then donate the proceeds to the organization. In this case, the dealer should complete the title application in the name of the highest bidder and collect sales tax.

If a vehicle is paid for by a profit-making business to be given away in a drawing, must they title the vehicle first?

A business may pay for a vehicle on behalf of the winner of the drawing without titling the vehicle in their name, as long as they do not appear as a purchaser in the documentation. (Businesses often wish to do this, so that the winner of the drawing can receive a new vehicle with an MCO rather than a "used vehicle" with a title.) Typically, the business will first pay the dealer the purchase price and 6% use tax. Using his dealer plates, the dealer will then drive the vehicle to the site of the drawing, and will take his plates with him after dropping off the vehicle. After the drawing is held, the winner will come into the dealership to complete the title transfer documents. No sales tax would be due from the winner if the business that held the drawing has given him a gift affidavit, form ST-133 (available at any county assessor auto licensing office or the State Tax Commission taxpayer assistance office). The purchaser can then take the 72-hour permit he gets from the dealer to the drawing site and use it to drive the new vehicle to the local county assessor auto licensing office to register it

If an Idaho resident wins a vehicle in a drawing, must that individual title the vehicle first, prior to selling?

Yes.

What if a dealer wishes to allow the school district to have short-term use of a vehicle in their inventory specifically for driver's training?

The school district must submit a copy of the MCO or title and a letter from the dealer confirming permission for use for driver's training to Registration Services. They will issue an exempt plate for the vehicles.

2.11 ELECTRIC CARS

Are Neighborhood Electric Vehicles (NEV) titled?

Vehicles meeting the definition of “neighborhood electric vehicle” (NEV) are titled. An NEV is a self-propelled, electric-powered, four-wheeled motor vehicle which is emission free and conforms to the definition and requirements for low-speed vehicles (LSV) as adopted in the federal motor vehicle safety standards for low-speed vehicles (LSV) under federal regulations at 49 CFR part 571.

What documents are required for titling NEVs?

Title document requirements for an electric car would be the same as for other vehicles:

1. MCO or MSO for a new (never titled) car or a title for a used one. If a new car does not have an MCO or MSO, the applicant needs to produce a letter from the manufacturer on their letterhead stating that they do not issue MCOs or MSOs. The letter should also identify to whom they originally sold the vehicle.
2. Bill of sale or release of interest from the original dealer and from each out-of-state intermediate owner.
3. Vehicle Identification Number (VIN) inspection.

If the applicant is unable to produce one or more of the required documents, he may wish to contact a Motor Vehicle Investigator to see if he may qualify for a bonded or conditional title.

Are gasoline powered Low-Speed vehicles (LSV) titled?

Gas-powered low speed vehicles are titled and registered with red, white, and blue plates if they meet FMVSS for LSVs, just as are their electric counterparts - NEVs.

2.12 ELECTRONIC (PAPERLESS) TITLES

Who issues electronic titles?

Idaho, Arizona, California, Florida, Hawaii, Massachusetts, New York, Ohio, Pennsylvania, Virginia, and Washington currently have electronic title programs. Many other states are considering implementing programs in the near future.

What is an electronic title affidavit?

In Idaho, this is a form produced by the electronic lienholder on their letterhead, which may serve **one** of two different purposes:

- It may act as a confirmation that the title is electronic, show that a lien is released, and confirm that a paper title has been requested.
- It may act as an authorization for a name change to an existing electronic title.

Paperless title affidavits produced by other states may have similar uses, but may have different forms. For example, Washington's paperless title affidavit is entitled, "Affidavit in Lieu of Title."

If a customer with an electronic title for his vehicle moves to Idaho, may he submit a paperless title affidavit or certification in lieu of a hard-copy title?

No. Paperless title affidavits from other states may not be submitted to Idaho in lieu of the title certificate. The customer must have the lienholder make a request for the paper title and must submit this title certificate before a title transaction can be entered in Idaho.

How does a customer with an electronic title obtain a hard-copy title?

The customer must contact the lienholder, who in turn must make an electronic request to the DMV to print a hard-copy title.

How long does it take to obtain a hard-copy title after the request has been made to the lienholder?

Times will vary. In Idaho, a title is printed the evening of the day it was requested by the lienholder. In other states, the customer should allow at least two weeks for this process.

If a customer pays off a loan to a paperless electronic lienholder in Idaho, how does he get a title?

The lienholder will make an electronic request to ITD. ITD will print a title that same evening and will mail it the next business day to the address specified by the lienholder.

How can my financial institution participate in Idaho's Electronic Lien and Title (ELT) program?

Contact a service provider to make arrangements. The service provider will have a number of options which will include maintaining an electronic mailbox for your electronic titles, providing software to manage your electronic titles, etc.

Then, when you are ready to participate, contact the Titles section at (208)334-8663 and ask to talk to the Titles Program Supervisor. You will be asked to provide information necessary to create an agreement for your participation. This information will include:

- 1) Complete business name and physical address,
- 2) Contact person's name, job title, and mailing address,
- 3) Address(s) to be shown on e-titles,
- 4) Name of service provider, and
- 5) Projected start date.

Prior to implementation, you will also need to provide your EIN (Employer's Identification Number - Federal Taxpayer I.D. Number), which will be used as a unique lienholder identifier for your e-titles.

How can my financial institution participate in Idaho's ELT program?

As of August 1, 2010 there are 210 lienholders participating in the Electronic Lien and Title (ELT) program. They are listed on the following table:

Exhibit 2-18

ELECTRONIC LIENS AND TITLES (ELT) PAPERLESS TITLES

Paperless titles are issued only when an electronic lienholder is recording a lien. As of September 2, 2014 the 393 electronic lienholders participating in Idaho's program, along with their ELT start date and preferred address, are:

ELECTRONIC LIENHOLDER PREFERRED ADDRESS LIST

Lien Holder Name	Address	City & State	ZIP	Start Date
A + CREDIT UNION	PO BOX 2871	IDAHO FALLS, ID	83403	9/1/2005
ABLE INC	PO BOX 1907	AUSTIN, TX	78767	3/3/2014
ACADEMY BANK NA	320 KANSAS AVE	FORT LEAVENWORTH, KS	66027	7/12/2010
ACE MOTOR ACCEPTANCE	111 CUPPED OAK DR STE F	MATTHEWS, NC	28104	3/18/2011
ADVANTAGE ONE CREDIT SERVICE CENTER	9483 CAMINO RUIZ	SAN DIEGO, CA	92126	2/3/2014
ADVANTAGE PLUS CR UN	PO BOX 4610	POCATELLO, ID	83205	2/1/2005
AFLAC FEDERAL CR UN	1932 WYNNTON	COLUMBUS, GA	31999	4/1/2014
AGRICULTURE FCU	PO BOX 3419	ALEXANDRIA, VA	22302	11/1/2011
ALASKA USA FCU	PO BOX 196613	ANCHORAGE, AK	99519	2/1/2000
ALLIANT CR UN	PO BOX 255388	SACRAMENTO, CA	95865	1/1/2000
ALLSOUTH FEDERAL CREDIT UNION	6923 NORTH TRENHOLM RD	COLUMBIA, SC	29206	5/13/2011
ALLY FINANCIAL (fka GMAC)	PO BOX 8125	COCKEYSVILLE, MD	21030	11/4/2002
ALPENA ALCONA AREA CU	PO BOX 515	ALPENA, MI	49707	5/13/2011
AMERICAN AIRLINES FCU	PO BOX 619001	DALLAS, TX	75261	10/1/2004
AMERICAN CR ACC LLC	PO BOX 1899	SPARTANBURG, SC	29304	5/9/2011
AMERICAN EAGLE FEDERAL CR UN	PO BOX 279684	SACRAMENTO, CA	95827	12/1/2012
AMERICAN HERITAGE FCU	2060 RED LION RD	PHILADELPHIA, PA	19115	1/2/2007

AMERICAN HONDA FINANCE CORP	PO BOX 997521	SACRAMENTO, CA	95899	4/1/1999
AMERICAN SUZUKI AUTOMOTIVE CREDIT	PO BOX 105614	ATLANTA, GA	30348	5/21/2001
AMERICAN TITLE LOANS	3355 S STATE ST	SLC, UT	84115	1/3/2011
AMERICANWEST BANK	110 S FERRELL ST	SPOKANE, WA	99202	11/1/2012
AMERICAS CREDIT UNION	PO BOX 279613	SACRAMENTO, CA	95827	11/1/2011
AMERICREDIT FINANCIAL SERVICE	PO BOX 182673	ARLINGTON, TX	76096	12/5/2005
ANDREWS FEDERAL CR UN	5711 ALLENTOWN RD	SUITLAND, MD	20746	7/1/2014
ARCADIA FINANCIAL LTD	PO BOX 3449	COPPELL, TX	75019	12/1/2003
ARGENT FEDERAL CREDIT UNION (fka Dupont Fibers CU)	PO BOX 726	CHESTERFIELD, VA	23832	4/3/2006
ARKANSAS FEDERAL CR UN	2424 MARSHALL ROAD	JACKSONVILLE, AR	72078	3/1/2013
ARMED FORCES BANK NA	320 KANSAS AVE	FORT LEAVENWORTH, KS	66027	7/12/2010
ARMED FORCES BANK OF CALIFORNIA	320 KANSAS AVE	FORT LEAVENWORTH, KS	66027	7/12/2010
ASHLAND CREDIT UNION	1300 CENTRAL AVE	ASHLAND, KY	41101	12/1/2012
ASSEMBLIES OF GOD CREDIT UNION	PO BOX 2328	SPRINGFIELD, MO	65801	10/4/2012
AUDI FINANCIAL SERVICES	1401 FRANKLIN BLVD	LIBERTYVILLE, IL	60048	11/1/2006
AUDI FINANCIAL SERVICES FKA AUDI BANK USA	1401 FRANKLIN BLVD	LIBERTYVILLE, IL	60048	11/1/2006
AUTO FINANCE (DIVISION OF AMERICAN CR ACC)	PO BOX 1899	SPARTANBURG, SC	29304	6/1/2011
AUTOARM	PO BOX 645	DUBLIN, OH	43017	8/13/2007
AUTO-OWNERS ASSOCIATES CR UN	PO BOX 30660	LANSING, MI	48909	3/3/2014
AZTEC FINANCIAL	4282 S 590 W	SALT LAKE CITY, UT	84123	12/1/2012
BANC OF AMERICA LEASING	PO BOX 1943	CHICAGO, IL	60690	5/1/2013

AND CAPITAL LLC				
BANC OF AMERICA PUBLIC CAPITAL CORP	PO BOX 1943	CHICAGO, IL	60690	5/1/2013
BANC OF AMERICA SPECIALTY FINANCE INC	PO BOX 45227	JACKSONVILLE, FL	32232-5227	1/1/2000
BANK @TLANTEC	501 S INDEPENDENCE BLVD	VIRGINIA BEACH, VA	23452	11/27/2012
BANK FUND STAFF FED CR UN	PO BOX 27755	WASHINGTON DC	20038	8/2/2012
BANK MIDWEST NA	1111 MAIN STE 1500	KANSAS CITY, KS	64105	7/12/2010
BANK OF AMERICA BUSINESS CAPITAL	20975 SWENSON DR STE 200	WAUKESHA, WI	53186	12/2/2013
BANK OF AMERICA NA	PO BOX 2759	JACKSONVILLE, FL	32203	2/1/1997
BANK OF THE PACIFIC	PO BOX 1826	ABERDEEN, WA	98520	8/1/2014
BANK OF THE WEST	PO BOX 5167	SAN RAMON, CA	94583	1/2/2013
BAY VIEW FINANCIAL CORP	PO BOX 182673	ARLINGTON, TX	76096	4/4/2005
BAYER HERITAGE FCU	17612 ENERGY RD	PROCTOR, WV	26055	3/1/2012
BB&T EQUIP FIN CORP	PO BOX 125	WHITEVILLE, NC	28472	5/1/2012
BCC TITLING TRUST	2010 MAIN ST STE 1100	IRVINE, CA	92614	10/1/2013
BEEHIVE FED CR UN	65 S CENTER	REXBURG, ID	83440	12/6/2012
BENCHMARK FEDERAL CU	1522 MCDANIEL DR	WESTCHESTER, PA	19380	3/1/2013
BENTLEY FINANCIAL SERVICES	1401 FRANKLIN BLVD	LIBERTYVILLE, IL	60048	11/1/2006
BERING FINANCIAL	PO BOX 105614	ATLANTA, GA	30348	5/21/2001
BETHPAGE FED CR UN	899 S OYSTER BAY RD	BETHPAGE, NY	11714	1/2/2007
BILLINGS FEDERAL CREDIT UNION	PO BOX 1779	BILLINGS, MT	59103	11/1/2012
BLACK HILLS FED CR UN	PO BOX 1420	RAPID CITY, SD	57709-1420	6/1/2014
BLUE BRIDGE FINANCIAL LLC ISAOA	5500 MAIN ST STE 260	WILLIAMSVILLE, NY	14221	7/1/2013

BLUE MOUNTAIN CREDIT GROUP	520 S COLLEGE AVE	COLLEGE PLACE, WA	99324	1/2/2014
BOEING EMPL CR UN	PO BOX 9970500	SACRAMENTO, CA	95899	2/3/2003
BROADWAY NATIONAL BANK	1177 NE LOOP 410	SAN ANTONIO, TX	78209	11/1/2012
BRYN MAWR EQUIPMENT FINANCE INC dba BRYN MAWR FUNDING	2 S BRYN MAWR AVE STE 201	BRYN MAWR, PA	19010	1/2/2014
C H BROWN CO LLC	PO BOX 789	WHEATLAND, WY	82201	10/7/2010
CABRILLO CR UN	PO BOX 278033	SACRAMENTO, CA	95827	3/1/2011
CALTECH EMPLOYEES FEDL CU	PO BOX 11001	LA CANADA FLINTRIDGE, CA	91012	11/1/2012
CAMPUS USA CR UN	PO BOX 147029	GAINESVILLE, FL	32614	6/1/2009
CAPITAL ONE AUTO FINANCE	PO BOX 660068	SACRAMENTO, CA	95866	4/2/2013
CAPITAL ONE AUTO FINANCE	PO BOX 255605	SACRAMENTO, CA	95865	8/11/2003
CAPITAL ONE FSB	PO BOX 255605	SACRAMENTO, CA	95865	5/2/2013
CAPITAL ONE NA	PO NOX 660070	SACRAMENTO, CA	95866	5/1/2012
CASCADE FED CR UN	PO BOX 58450	SEATTLE, WA	98138	3/11/2008
CASHMERE VALLEY BANK	124 E PENNY RD STE 202	WENATCHEE, WA	98801	12/1/2012
CASSIA COUNTY EDUCATION ASSN CR UN	1321 OAKLEY AVE STE 10	BURLEY, ID	83318	8/1/1999
CATERPILLAR FIN SVC CORP	2120 WEST END AVE	NASHVILLE, TN	37203	1/1/2012
CATERPILLAR FINANCIAL COMMERCIAL ACCOUNT CORP	2120 WEST END AVE	NASHVILLE, TN	37203	1/1/2013
CCAP AUTO LEASE LTD	PO BOX 961272	FT WORTH, TX	76161	9/17/2013
CDC FEDERAL CREDIT UNION	PO BOX 49169	ATLANTA, GA	30359	3/1/2013
CENTRUS AUTO FIN LLC	PO BOX 550870	JACKSONVILLE, FL	32255-0870	2/15/2012
CHECK INTO CASH	201 KEITH ST SW STE 80	CLEVELAND, TN	37311	8/1/2014

CHEVRON FCU	PO BOX 2069	OAKLAND, CA	94604	2/1/2011
CHRYSLER CAPITAL	PO BOX 961272	FT WORTH, TX	76161	9/1/2013
CHRYSLER FIN SVC AMER LLC	PO BOX 99751	SACRAMENTO, CA	95899	1/1/2009
CHRYSLER FIN SVC AMER LLC	PO BOX 977	ROANOKE, TX	76262	1/1/2009
CHRYSLER FIN SVC AMER LLC	PO BOX 997533	SACRAMENTO, CA	95899	1/1/2009
CIG FINANCIAL LLC	PO BOX 19795	IRVINE, CA	92623	12/1/2011
CITIFINANCIAL AUTO (fka Arcadia Fincl LTD, Auto One Accept Corp & Transouth Fincl Corp)	PO BOX 3449	COPPELL, TX	75019	12/1/2003
CITIFINANCIAL AUTO (fka Arcadia Fincl LTD, Auto One Accept Corp & Transouth Fincl Corp)	PO BOX 3449	COPPELL, TX	75019	12/1/2003
CITY AND COUNTY CU	1659 COPE AVE E	MAPLEWOOD, MN	55109	2/1/2011
CITY COUNTY CU OF FORT LAUDERDALE	PO BOX 14548	FORT LAUDERDALE, FL	33302	6/1/2011
CLEARVIEW FCU	8805 UNIVERSITY BLVD	MOON TOWNSHIP, PA	15108	6/11/2008
CLEARWATER CR UN	PO BOX 494	LEWISTON, ID	83501	7/1/2000
COEUR D ALENE TEACHERS CR UN	1410 KATHLEEN AV	COEUR D ALENE, ID	83815	5/1/1999
COLLEGEDALE CREDIT UNION	PO BOX 2098	COLLEGEDALE, TN	37315	
COLLINS COMM CR UN	1150 42ND ST NE	CEDAR RAPIDS, IA	52402	6/1/2012
COMMERCE BANK	811 MAIN ST	KANSAS CITY, MO	64105	12/1/2012
CONGRESSIONAL FEDERAL CR UN	PO BOX 276050	SACRAMENTO, CA	95827	6/1/2013
CONNECTIONS CR UN	PO BOX 190899	BOISE, ID	83719-0899	6/14/2013
CONNECTIONS CR UN	PO BOX 4909	POCATELLO, ID	83205	6/14/2013
CONNEXUS CREDIT UNION	2600 PINE RIDGE BLVD	WAUSAU, WI	54401	4/1/2014
CONVERSE COUNTY BANK	PO DRAWER 689	DOUGLAS, WY	82633	9/1/2013

CORAL COMMUNITY FEDERAL CREDIT UNION	1930 BE 47TH ST SUITE 120	FORT LAUDERDALE, FL	33308	1/1/2013
CORNERSTONE CR UN (fka Canyon Medical Health CU)	PO BOX 158	CALDWELL, ID	83606	
CREDIT UN OF DENVER	PO BOX 261420	LAKEWOOD, CO	80226	3/18/2011
CREDIT UNION 1	1941 ABBOTT RD	ANCHORAGE, AK	99507	10/3/2011
CROSSROADS EQUIP LEASE & FIN	9121 HAVEN AVE STE 270	RANCHO CUCAMONGA, CA	91730	9/19/2011
DARDEN EMPLOYEES FCU	614 VIRGINIA DR	ORLANDO, FL	32803	10/3/2011
DC FIN SVCS AMER LLC	PO BOX 997530	SACRAMENTO, CA	95899	1/1/2006
DC FIN SVCS AMER LLC	PO BOX 997530	SACRAMENTO, CA	95899	8/13/2003
DEERE EMPLOYEES CREDIT UNION	3950 38TH AVE	MOLINE, IL	61625	3/1/2013
DEPARTMENT OF INTERIOR FCU	12201 SUNRISE VALLEY DR	RESTON, VA	20192	5/1/2013
DIGITAL FED CR UN	PO BOX 25166	LEHIGH VALLEY, PA	18002	8/15/2003
DOWELL FEDERAL CREDIT UNION	5319 S LEWIS AVE SUITE 111	TULSA, OK	74105	1/1/2013
DUPONT COMMUNITY CU	PO BOX 1365	WAYNESBORO, VA	22980	4/1/2000
EAGLEMARK SAVINGS BANK	PO BOX 277940	SACRAMENTO, CA	95827	5/1/2013
EAST IDAHO FED CR UN	PO BOX 1865	IDAHO FALLS, ID	83403	5/1/1998
EASTERN FINANCIAL FLORIDA CR UN	PO BOX 822300	SOUTH FLORIDA, FL	33082	10/2/2012
EASTERN FUNDING LLC	538 BROADHOLLOW RD STE 221	MELVILLE, NY	11747	5/1/2012
EDUCATIONAL EMPLOYEES CU	PO BOX 5242	FRESNO, CA	93755-5242	2/3/2014
EECU	1617 W SEVENTH ST	FT WORTH, TX	76102	12/2/2013
EGLIN FEDERAL CR UN	838 EGLIN PKWY NE	FT WALTON BEACH, FL	32547	11/1/2013
ELEMENT FINANCIAL CORP	655 BUSINESS CENTER DR	HORSHAM, PA	19044	5/1/2014

EMPOWER FEDERAL CREDIT UNION	1 MEMBER WAY	SYRACUSE, NY	13212	12/2/2013
ENCORE FED CR UN	25 E ALGONQUIN RD	DES PLAINES, IL	60016	4/11/2011
ENGS COMMERCIAL FINANCE CO	1001 WARRENVILLE RD STE 110	LISLE, IL	60532	5/1/2013
ENTRUST FED CR UN	PO BOX 6882	RICHMOND, VA	23230	3/9/2007
ERIE FEDERAL CREDIT UNION	1109 E 38TH ST	ERIE, PA	16504	5/1/2013
ESB AND ITS ASSIGNS	PO BOX 277940	SACRAMENTO, CA	95827	5/1/2013
ESL FEDERAL CREDIT UNION	225 CHESTNUT AVE	ROCHESTER, NY	14604	6/1/2014
EXETER FINANCE CORP	PO BOX 166088	IRVING, TX	75063	3/3/2014
FAA CREDIT UNION	PO BOX 26406	OKLAHOMA CITY, OK	73126	4/1/2012
FAA EASTERN REGION FED CR UN	67 WALNUT AVE STE 401	CLARK, NJ	07066	5/25/2005
FAIRLANE CREDIT LLC	PO BOX 105449	ATLANTA, GA	30348	5/21/2001
FARM CREDIT SVCS OF AMER PCA	PO BOX 2409	OMAHA, NE	68103	2/1/2013
FARMERS INS GROUP FCU	PO BOX 36911	LOS ANGELES, CA	90036	8/16/2010
FEDCHOICE FEDERAL CREDIT UNION	10001 WILLOWDALE RD	LANHAM, MD	20706	10/4/2012
FEDERATED EMPLOYEES CR UN	1929 S CEDAR AVE	OWATONNA, MN	55060	10/1/2013
FEDEX EMPLOYEES CR UN	8115 COUNTRY VILLAGE DR	CORDOVA, TN	38016	3/3/2003
FIFTH THIRD BANK	PO BOX 997548	SACRAMENTO, CA	95899	7/2/2007
FINANCIAL HORIZONS CREDIT UNION	895 SIERRA WAY	HAWTHORNE, NV	89415	1/1/2013
FINANCIAL RESOURCES FCU	520 RTE 22 E 1ST FLOOR	BRIDGEWATER, NJ	8807	2/3/2014
FIRESIDE BANK	PO BOX 9100	PLEASANTON, CA	94566	9/20/2012
FIRST FLIGHT FCU	1815 KILDAIR FARMS RD STE A	CARY, NC	27518	7/1/2014

FIRST FLORIDA CREDIT UNION	500 W 1ST ST	JACKSONVILLE, FL	32202	8/1/2013
FIRST GENERAL LEASING	PO BOX 105614	ATLANTA, GA	30348	5/21/2001
FIRST INTERSTATE BANK	401 N 31ST ST SUITE 630 PO BOX 7087 (59103)	BILLINGS, MT	59101	12/1/2012
FIRST INVESTORS FIN SVC	PO BOX 255388	SACRAMENTO, CA	95865	10/1/2012
FIRST NIAGARA BANK NA	PO BOX 21990	LEHIGH VALLEY, PA	18002- 1990	12/1/2012
FIRST STATE BANK	PO BOX 7	GOTHENBURG, NE	69138	4/1/2012
FIRST TECH FEDERAL CREDIT UNION	PO BOX 276181	SACRAMENTO, CA	95827	3/1/1996
FIRST TECHNOLOGY CR UN	PO BOX 2100	BEAVERTON, OR	97075	7/1/2008
FLAGSTAR BANK FSB	5151 CORPORATE DR	TROY, MI	48098	12/1/2011
FORD MOTOR CREDIT CO	PO BOX 105704	ATLANTA, GA	30348	5/21/2001
FORT BRAGG FEDL CREDIT UNION	4-3871 BASTOGNE DR	FORT BRAGG, NC	28307	12/1/2012
FORT KNOX FCU	PO BOX 900	RADCLIFF, KY	40159	1/3/2012
GATEWAY ONE LENDING & FINANCE	PO BOX 1013	ATWOOD, CA	92811	3/3/2014
GE CAPITAL RETAIL BANK	332 MINNESOTA ST. STE 610	ST. PAUL, MN	55101	2/1/2008
GEMB LENDING INC	332 MINNESOTA ST. STE 610	ST. PAUL, MN	55101	2/1/2008
GENERAL MILLS FED CR UN	9999 WAYZATA BLVD	MINNETONKA, MN	55305	3/3/2014
GEORGIA UNITED CREDIT UNION	6705 SUGARLOAF PKWY	DULUTH, GA	30097	1/2/2013
GESA CR UN	PO BOX 500	RICHLAND, WA	99352	2/15/2011
GFC LENDING LLC	PO BOX 29002	PHOENIX, AZ	85038	11/1/2011
GLOBAL CR UN	PO BOX 3200	SPOKANE, WA	99220	3/1/2012
GLOBAL LENDING SERVICES LLC	15 S MAIN ST SUITE 800	GREENVILLE, SC	29601	1/1/2013

GM FINANCIAL	PO BOX 182673	ARLINGTON, TX	76096	4/1/2012
GRAYPOINT AUTO FINANCE CORP	250 COMMERCE DR STE 100	IRVINE, CA	92619	8/27/2007
GREAT PLAINS SPECIALTY FINANCE	7755 MONTGOMERY RD STE # 400	CINCINNATI, OH	45236	11/1/2011
GROW FINANCIAL FCU	9927 DELANEY LAKE DR	TAMPA, FL	33619	6/1/2010
GULF WINDS FEDERAL CR UN	220 E NINE MILE RD	PENSACOLA, FL	32534	10/4/2012
HALLIBURTON EMPLOYEES CR UN	703 S 9TH ST	DUNCAN, OK	73533	11/1/2011
HANSCOM FED CR UN	1610 EGLIN ST	HANSCOM AFB, MA	01731	8/12/2003
HAPO COMM CU	601 WILLIAMS BLVD	RICHLAND, WA	99354	7/1/2011
HARLEY-DAVIDSON CREDIT CORP	PO BOX 277940	SACRAMENTO	95827	5/1/2013
HERITAGE TRUST FCI	PO BOX 118000	CHARLESTON, SC	29423	2/15/2012
HFC ACCEPTANCE LLC/COMERICA BANK	411 W LAFAYETTE M/C 3519	DETROIT, MI	48226	10/1/2013
HITACHI CAP AMER CORP	800 CONNECTICUT AVE	NORWALK, CT	06854	8/16/2010
HIWAY FEDERAL CREDIT UNION	111 EMPIRE DR	ST PAUL, MN	55103	3/1/2013
HOME FEDERAL BANK	PO BOX 190	NAMPA, ID	83653	9/26/2006
HONOR FINANCE LLC	911 N BUFFALO DR STE 206	LAS VEGAS, NV	89128	6/1/2013
HOUSEHOLD AUTO FINANCE CORP	PO BOX 17902	SAN DIEGO, CA	92177	5/18/2006
HSBC AUTO FINANCE CORP	PO BOX 17920	SAN DIEGO, CA	92711	5/18/2006
HSBC BANK NEVADA NA	700 N WOOD DALE	WOOD DALE, IL	60191	5/18/2006
HSBC RETAIL CREDIT USA	700 N WOOD DALE RD	WOOD DALE, IL	60191	5/18/2006
HUDSON VALLEY FCU	159 BARNEGAT RD	POUGHKEEPSIE, NY	12601	3/1/2007
HYUNDAI CAPITAL AMERICA DBA HYUNDAI MOTOR FINANCE COMPANY	PO BOX 105299	ATLANTA, GA	30348	7/15/2007

ICON CR UN fka Idahy FCU & Sho-Pan-Hi CU	1010 ROSE ST	BOISE, ID	83703	2/1/1999
IDADIV CR UN	PO BOX 500	NAMPA, ID	83653	7/1/1999
IDAHO CENTRAL CR UN	PO BOX 2469	POCATELLO, ID	83206	12/2/2012
IDAHO UNITED CR UN	PO BOX 2268	BOISE, ID	83701	2/3/2003
INDEPENDENT BANK	5050 POPLAR AVE STE 110	MEMPHIS, TN	38157	9/1/2010
INSIGHT CREDIT UNION	PO BOX 4900	ORLANDO, FL	32802	3/3/2014
INTERLINK FINANCIAL SERVICES	4282 S 590 W	SALT LAKE CITY, UT	84123	12/1/2012
ISU FEDERAL CR UN	921 S 8TH AVE STOP 8029	POCATELLO, ID	83209	6/1/1997
JAGUAR CREDIT	PO BOX 105614	ATLANTA, GA	30348	5/21/2001
JM ASSOCIATES FCU	8019 BAYBERRY ROAD	JACKSONVILLE, FL	32256	4/1/2012
JPMORGAN CHASE BANK NA (fka Chase Manhattan Bk & Chase Automotive Fin)	PO BOX 901033	FORT WORTH, TX	76101	2/23/2005
JPMORGAN CHASE BANK NA (fka Chase Manhattan Bk & Chase Automotive Fin)	PO BOX 901033	FORT WORTH, TX	76101	2/23/2005
JPMORGAN CHASE BANK NA (fka Chase Manhattan Bk & Chase Automotive Fin)	PO BOX 901033	FORT WORTH, TX	76101	2/23/2005
KEESLER FEDERAL CREDIT UNION	PO BOX 7001	BILOXI, MS	39534	9/1/2011
KELLOGG COMM FCU	PO BOX 140	BATTLE CREEK, M	49016	2/1/2011
KEMBA PEORIA CREDIT UNION	2318 W WILLOW KNOLLS DR	PEORIA, IL	61614	2/1/2013
KEY BANK NA	4910 TIEDEMAN	BROOKLYN, OH	44144	12/1/1997
KEY BANK NATIONAL ASSOCIATION	PO BOX 16430	BOISE, ID	83715	12/1/1997
KIA FINANCIAL SERVICES	PO BOX 105614	ATLANTA, GA	30348	5/21/2001

KIA MOTORS FINANCE COMPANY	PO BOX 105299	ATLANTA, GA	30348	7/15/2007
KINECTA FEDERAL CREDIT UNION	1440 ROSECRANS AVE	MANHATTAN BEACH, CA	90266	8/26/2009
KOMATSU FIN LTD PARTNERSHIP	1701 GOLF RD, SUITE 1 - 300	ROLLING MEADOWS, IL	60008	6/1/2013
LAKE MICHIGAN CR UN	PO BOX 2848	GRAND RAPIDS, MI	49501	4/1/2014
LAND ROVER CAPITAL GROUP	PO BOX 105614	ATLANTA, GA	30348	5/21/2001
LENDCO LEASING	PO BOX 105614	ATLANTA, GA	30348	5/21/2001
LES BOIS FED CR UN	PO BOX 140809	GARDEN CITY, ID	83714	7/2/2007
LEWIS CLARK CR UN	1626 17TH ST	LEWISTON, ID	83501	2/1/1999
LEXUS FINANCIAL SERVICES	2975 BRECKENRIDGE BLVD	DULUTH, GA	30096	4/1/2014
LINCOLN AUTOMOTIVE FIN SVCS	260 INTERSTATE N PKWY NW	ATLANTA, GA	30339	8/26/2011
LINCOLN SDA CREDIT UNION	4733 PRESCOTT AVE	LINCOLN, NE	68506	5/1/2013
LISTERHILL CREDIT UNION	PO BOX 566	SHEFFIELD, AL	35660	12/1/2012
LOGIX FEDL CR UN (fka Lockheed CU)	PO BOX 5749	BURBANK, CA	91510	7/1/2012
LOWER VALLEY CR UN	PO BOX 479	SUNNYSIDE, WA	98944	8/1/2014
MADISON CAPITAL LLC	11433 CRONRIDGE DR STE F	OWINGS MILLS, MD	21117	8/1/2013
MANOR RESOURCES, LLC	PO BOX 221436	CHICAGO, IL	60622	4/18/2011
MANUFACTURERS & TRADERS TRUST	PO BOX 17292	BALTIMORE, MD	21203	7/7/2003
MAXIM COMMERCIAL CAPITAL LLC	PO BOX 251859	LOS ANGELES, CA	90025	11/1/2013
MAZDA AMERICAN CREDIT	PO BOX 105614	ATLANTA, GA	30348	5/21/2001
MB FINANCIAL BANK NA	PO BOX 5191	DES PLAINES, IL	60017	9/1/2012
MECE CREDIT UNION	PO BOX 1586	JEFFERSON CITY, MO	65102	11/1/2013

MEDALLION BANK	PO BOX 3240	ST JOSEPH, MO	64503	4/1/2009
MEMBERS CHOICE CR UN	14960 PARK RD BLVD	HOUSTON, TX	77084	12/1/2010
MEMBERS CR UN	PO BOX 5297	WINSTON SALEM, NC	27113	5/9/2011
MEMBERS PREFERRED CU	PO BOX 1874	IDAHO FALLS, ID	83403	12/1/1998
MERIDIAN TRUST FEDERAL CR UN	PO BOX 548	CHEYENNE, WY	82003	6/1/2013
METRO HEALTH SVC FED CR UN	14509 F ST	OMAHA, NE	68138	11/15/2010
MICHIGAN EDUCATIONAL CR UN	9200 HAGGERTY RD	PLYMOUTH, MI	48170	10/10/2008
MICHIGAN ST UNIV FCU	3777 WEST RD	LANSING, MI	48823	2/16/2010
MID MISSOURI CR UN	PO BOX 80	FT LEONARDWOOD, MO	65473-0080	7/1/2013
MINTAKA FINANCIAL LLC	PO BOX 2149	GIG HARBOR, WA	98335	7/1/2013
MISSOULA FED CR UN	3600 BROOKS ST	MISSOULA, MT	59801	4/1/2011
MIT FEDERAL CREDIT UNION	700 TECHNOLOGY SQUARE	CAMBRIDGE, MA	02139	9/1/2012
MITSUBISHI MOTORS NORTH AMERICA INC	6400 KATELLA AVE	CYPRESS, CA	90630	10/1/2013
MOUNTAIN AMERICA FED CR UN	735 S STATE S 3RD FLOOR	SALT LAKE CITY, UT	84111	6/1/2013
MOUNTAIN GEM CR UN (fka Quinco Cr Un)	PO BOX 309	NAMPA, ID	83653	6/1/2013
MUSKEGON GOVERNMENTAL EMPLOYEES FCU	65 W LAKETON AVE	MUSKEGON, MI	49411	4/1/2014
MUTUAL FIRST FED CR UN	14510 F ST	OMAHA, NE	68137	9/2/2014
NATIONS EQUIPMENT FINANCE	101 MERRITT SEVEN	NORWALK, CT	06851	1/1/2013
NATIONWIDE BANK	1 NATIONWIDE PLAZA	COLUMBUS, OH	43215	1/2/2001
NAVY FEDERAL CREDIT UNION	PO BOX 25109	LEHIGH VALLEY, PA	18002	11/2/2012
NAVY FEDERAL CREDIT UNION	820 FOLLIN LN	VIENNA, VA	22180	3/31/2011

NEBRASKA ENERGY FCU	1414 15 ST	COLUMBUS, NE	68601	5/1/2012
NEF TITLING TRUST	101 MERRITT SEVEN	NORWALK, CT	06851	3/3/2014
NEW HORIZONS CR UN	637 VINE ST	CINCINNATI, OH	45065	7/1/2014
NISSAN MOTOR ACCEPTANCE CORP	PO BOX 254648	SACRAMENTO, CA	95865	3/8/2004
NISSAN-INFINITI LT	PO BOX 254648	SACRAMENTO, CA	95865	3/8/2004
NORDSTROM FED CR UN	PO BOX 1130	SEATTLE, WA	98111	11/1/2000
NORTH AMERICAN ACCEPT CORP	124 BAKER ST STE 135	COSTA MESA, CA	92626	1/4/2005
NORTH COUNTY CREDIT UNION	PO BOX 289014	SAN DIEGO, CA	92198	12/2/2013
NORTHERN FEDERAL CR UN	120 FACTORY ST	WATERTOWN, NY	13601	12/2/2013
NORTHERN STAR CR UN	5100 GEORGE WASHINGTON HWY	PORTSMOUTH, VA	23702	1/3/2012
NORTHPARK COMMUNITY CR UN	5965 W TECHNOLOGY CENTER DR	INDIANAPOLIS, IN	46278	10/4/2012
NORTHROP GRUMMON	PO BOX 47009	GARDENA, CA	90247	2/27/2010
NORTHWEST CHRISTIAN CR UN (fka Nazarene Fincl CU)	716 E COLORADO AVE	NAMPA, ID	83686	3/8/2004
NORTHWEST FEDERAL CREDIT UNION	PO BOX 1229	HERNDON, VA	20172	12/1/2012
NUMERICA CREDIT UNION	PO BOX 4000	VERADALE, WA	99037	7/6/2006
OHIO CENTRAL SAVINGS	PO BOX 645	DUBLIN, OH	43017	5/1/2004
ONPOINT COMMUNITY CREDIT UNION	PO BOX 3750	PORTLAND, OR	97208	12/1/2012
ONEMAIN FINANCIAL INC	300 ST PAUL PLACE	BALTIMORE, MD	21202	9/1/2014
ONPOINT FINANCIAL CORP	141 LONGWATER DR STE 102	NORWELL, MA	02061	9/1/2012
ONYX ACCEPTANCE CORP	PO BOX 659026	SACRAMENTO, CA	95865	7/1/1999
OREGON COMMUNITY CREDIT UNION	PO BOX 77002	SPRINGFIELD, OR	97478	3/3/2014

OUR COMMUNITY FCU (fka Simpson Community CU)	PO BOX 1670	SHELTON, WA	98584	2/2/2013
PACCAR FINANCIAL CORP	2180 SATELLITE BLVD	DULUTH, GA	30097	9/1/2014
PACIFIC MARINE CR UN	1278 ROCKY POINT DR	OCEANSIDE, CA	92056	2/15/2011
PALMETTO CITIZENS FEDERAL CREDIT UNION	PO BOX 5846	COLUMBIA, SC	29250	1/1/2013
PARK CITY CREDIT UNION	300 E SECOND ST	MERRILL, WI	54452	5/1/2014
PARTNERS FED CR UN	PO BOX 255504	SACRAMENTO, CA	95865	2/9/2009
PATENT & TRADEMARK OFFICE FCU	501 DULANY ST-FLR 1	ALEXANDRIA, VA	22314	11/29/2010
PEN AIR FED CR UN	1495 E NINE MILE RD	PENSACOLA, FL	32514	8/1/2012
PENTAGON FED CR UN	PO BOX 1432	ALEXANDRIA, VA	22313	7/1/2012
PIEDMONT ADVANTAGE CR UN	3810 N LIBERTY ST	WINSTON SALEM, NC	27105	8/1/2013
PINE TREE COMMUNIT CR UN	230 E MAIN ST	GRANGEVILLE, ID	83530	9/1/2005
PIONEER FED CR UN	250 W 3RD SOUTH	MTN HOME, ID	83647	10/1/1996
PITTSFORD FED CR UN	PO BOX 726	MENDON, NY	14506	9/8/2008
PNC BANK	2730 LIBERTY AVE	PITTSBURGH, PA	15222	3/1/2012
PNC EQUIPMENT FINANCE LLC	995 DALTON AVE	CINCINNATI, OH	45203	6/1/2014
POCATELLO RR FED CR UN	PO BOX 1450	POCATELLO, ID	83204	6/1/1997
POCATELLO TEACHERS FED CR UN	1800 GARRETT WAY	POCATELLO, ID	83201	3/4/2003
POTLATCH #1 FED CR UN	PO BOX 897	LEWISTON, ID	83501	10/1/1996
POWERNET CR UN	5619 HARNEY RD	TAMPA, FL	33610	3/1/2010
PREMIER MEMBERS FED CR UN	5495 ARAPAHO AVE	BOULDER, CO	80303	6/1/2013
PREMIER ONE CREDIT UNION	140 ASBURY ST	SAN JOSE, CA	95110	1/1/2000
PRESTIGE FINANCIAL SERVICES	PO BOX 26707	SALT LAKE CITY, UT	84126	11/1/2012
PRIMESOURCE CREDIT UNION	9707 N NEVADA ST	SPOKANE, WA	99218	5/1/2014

PRIMETRUST FINANCIAL FCU	3700 W BETHEL AVE	MUNCIE, IN	57304	3/1/2013
PRIMUS FINANCIAL SERVICES	PO BOX 105614	ATLANTA, GA	30348	5/21/2001
PUBLIC EMPLOYEES CREDIT UNION	1410 N GOVERNMENT WAY	COEUR D ALENE, ID	83814	12/2/2012
PUBLIC SERVICE CREDIT UNION	PO BOX 528	FORT COLLINS, CO	80522	4/15/2011
QC FINANCIAL SERVICES INC	PO BOX 26187	OVERLAND PARK, KS	66225	9/1/2012
QUAKER OATS CREDIT UNION	3535 CENTER POINT RD NE	CEDAR RAPIDS, IA	52402	1/2/2014
QUORUM FEDERAL CREDIT UNION	PO BOX 21597	LEHIGH VALLEY, PA	18002	1/1/2000
R-G FEDERAL CREDIT UNION	128 W MARKEY RD	BELTON, MO	64012	1/10/2012
RBS CITIZENS NA (FKA Citizens Auto)	PO BOX 255587	SACRAMENTO, CA	95865	3/4/2013
REALTORS FCU	PO BOX 277472	SACRAMENTO, CA	95827	6/19/2009
REGIONAL ACCEPTANCE CORP	1424 E FIRETOWER RD	GREENVILLE, NC	27858	9/1/2006
REGIONS BANK	RCN3 – 2050 PARKWAY OFFICE CIT	BIRMINGHAM, AL	35244	1/2/2013
R-G FED CR UN	128 W MARKEY RD	BELTON, MO	64012	12/1/2010
ROBINS FEDERAL CREDIT UNION	PO BOX 6849	WARNER ROBINS, GA	31095	1/1/2013
ROCKY MTN LAW ENF FCU	700 W 39TH AVE	DENVER, CO	80216	10/8/2010
ROLLA FCU	PO BOX 8	ROLLA, MO	65402	1/3/2010
SAFE FEDERAL CREDIT UNION	PO BOX 2008	SUMTER, SC	29151	3/18/2011
SANTANDER BANK NA	PO BOX 961272	FT WORTH, TX	76161	5/1/2014
SANTANDER BANK NA (fka Sovereign Bank NA)	450 PENN ST	READING, PA	19602	10/17/2013
SANTANDER CONSUMER USA	PO BOX 25120	LEHIGH VALLEY, PA	18002	4/1/2009
SB1 FEDERAL CR UN	PO BOX 7480	PHILADELPHIA, PA	19101	2/1/2000
SCENIC FALLS FED CR UN	PO BOX 50307	IDAHO FALLS, ID	83405	5/1/1998

SECURITY BANK OF PULASKI COUNTY	PO BOX S	WAYNESVILLE, MO	65583	2/3/2014
SEI-US EMPLOYEES FCU	PO BOX 1466	POCATELLO, ID	83204	9/17/2012
SELCO COMMUNITY CR UN	PO BOX 7487	SPRINGFIELD, OR	97475	6/1/2014
SERVICE CREDIT UNION	PO BOX 1268	PORTSMOUTH, NH	03802-1268	12/2/2013
SHARE PLUS FEDERAL BANK	5224 W PLANO PKWY	PLANO, TX	75093	11/1/2013
SIGNATURE FINANCIAL LLC	68 SOUTH SERVICE RD	MELVILLE, NY	11747	3/1/2013
SIMMONS FIRST NATIONAL BANK FKA METROPOLITAN NATIONAL BANK	PO BOX 8010	LITTLE ROCK, AR	72201	8/1/2013
SIMPLOT EMPLOYEES CREDIT UNION	PO BOX 1059	CALDWELL, ID	83606	7/1/2005
SOLARITY CR UN (fka Yakima Valley CU)	PO BOX 2922	YAKIMA, WA	98907	2/1/2010
SOUND CREDIT UNION	PO BOX 1595	TACOMA, WA	98401	4/1/2013
SOUTHERN AUTO FINANCE CO	6700 N ANDREWS AVE # 500	FT LAUDERDALE, FL	33309	8/1/2013
SOUTHERN COMMERCE BANK NA	1111 MAIN STE 1500	KANSAS CITY, MO	64105	7/12/2010
SOUTHWEST AIRLINES FCU	2430 SHORECREST DR	DALLAS, TX	75235	9/15/2011
SOVEREIGN LENDING SOLUTIONS	PO BOX 477	BOCA RATON, FL	33429	5/1/2013
SPACE COAST CREDIT UNION	PO BOX 419001	MELBOURNE, FL	32941	9/5/2012
SPOKANE TEACHERS CR UN	1620 N SIGNAL DR	LIBERTY LAKE, WA	99019	11/1/2000
SPRINGLEAF FINANCIAL SVC INC	601 NW 2ND ST	EVANSVILLE, IN	47708	8/1/2011
SRP FEDERAL CREDIT UNION	PO BOX 6730	NORTH AUGUSTA, SC	29861	12/1/2012
ST ALPHONSUS MEDICAL CREDIT UNION	6130 EMERALD ST	BOISE, ID	83704	5/25/2005
ST MARY'S CREDIT UNION	133 W MAIN ST	MARLBOROUGH, MA	01752	5/1/2003

STANDARD REGISTER FCU	PO BOX 1167	DAYTON, OH	45401	8/1/2012
STANFORD FED CR UN	PO BOX 10690	PALO ALTO, CA	94303	4/1/2013
STERLING SAVINGS BANK	PO BOX 2224	SPOKANE, WA	99201	11/1/1999
SUBARU AMERICAN CREDIT	PO BOX 105614	ATLANTA, GA	30348	5/21/2001
SUNBANK NA	1111 MAIN STE 1500	KANSAS CITY, MO	64105	7/12/2010
SUNCOAST SCHOOLS FED CR UN	PO BOX 11904	TAMPA, FL	33680	9/1/2013
SUNTRUST BANK DBA LIGHTSTREAM	PO BOX 22530	LEHIGH VALLEY, PA	18002-2530	9/1/2013
TD AUTO FINANCE (fka Chrysler Fin)	PO BOX 997551	SACRAMENTO, CA	95899	6/1/2011
TENNESSEE COMMERCE BANK	381 MALLORY STA RD STE 207	FRANKLIN, TN	37067	12/1/2010
TESLA MOTORS LEASING	3500 DEER CREEK RD	PALO ALTO, CA	94304	10/1/2010
THOR CREDIT CORP	PO BOX 64005	ST PASUL, MN	55164	1/10/2005
THRIVENT FEDERAL CR UN	122 E COLLEGE AVE STE 1E	APPLETON, WI	54911	3/3/2014
TINKER FEDERAL CU	PO BOX 45750	TINKER AFB, OK	73415	3/15/2011
TOYOTA MOTOR CREDIT CORP	2975 BRECKENRIDGE BLVD	DULUTH, GA	30096	4/1/2014
TRANSOUTH FINANCIAL CORP (nka Citifinancial Auto)	PO BOX 3449	COPPELL, TX	75019	6/27/2005
TRICO COMMUNITY FEDL CR UN	PO BOX 7449	HELENA, MT	59604	11/1/2012
TRUGROCER FCU	PO BOX 8145	BOISE, ID	83707	12/9/2012
TRUSTONE FINANCIAL FCU	14601 27TH AVE N #104	PLYMOUTH, MN	55447	6/1/2013
TYCO ELECTRONICS FED CR UN	PO BOX 3449	REDWOOD CITY, CA	94064	11/1/2000
UMASSFIVE COLLEGE FED CR UN	200 WESGATE CENTER DR	HADLEY, MA	1035	4/1/2014

UMPQUA BANK	PO BOX 2224	SPOKANE, WA	99210	7/1/2014
UNIFIED PEOPLES FCU	414 E 18TH ST	CHEYENNE, WY	82001	3/28/2011
UNION BANK & TRUST	4433 S 70TH ST STE 210	LINCOLN, NE	68516	4/1/2011
UNITED AUTO CREDIT CORP	PO BOX 277536	SACRAMENTO, CA	95827-7536	5/29/2012
UNITED CALIFORNIA BANK	1977 SATURN ST	MONTEREY PARK, CA	91755	10/1/2000
UNITED HEALTH SERVICES CR UN	PO BOX 3110	SPOKANE, WA	99220	6/1/2012
UNITED NATIONS FCU	24-01 44TH RD	LONG ISLAND CITY, NY	11101	4/1/2011
UNITUS COMMUNITY CR UN	PO BOX 1937	PORTLAND, OR	97207	10/4/2012
UNIV OF IOWA COMM CU	PO BOX 2240	IOWA CITY, IA	52244	11/1/2010
UNIV OF MICHIGAN CU	340 E HURON ST STE 100	ANN ARBOR, MI	48104	8/1/2014
UNIVERSAL ACCEPTANCE CORP WA	10801 RED CIRCLE DR	MINNETONKA, MN	55343	3/1/2013
U.P. CATHOLIC CREDIT UNION	1001 W BARAGA AVE	MARQUETE, MI	49855	12/2/2013
US BANK NA	PO BOX 3427	OSHKOSH, WI	54903	4/14/1997
US BANK NA	400 CITY CENTER	OSHKOSH, WI	54901	12/1/2012
US BANK NA	PO BOX 3427	OSHKOSH, WI	54902	4/14/1997
US FEDERAL CREDIT UNION	1400 RIVERWOOD DR	BURNSVILLE, MN	55337	6/1/2013
USAA FED SAVINGS BANK	PO BOX 660986	SACRAMENTO, CA	95866	12/6/2012
USALLIANCE FCU	600 MIDLAND AVE	RYE, NY	10580	11/15/2011
UTAH COMM CR UN	188 W 5200 N	PROVO, UT	84603	8/16/2010
VALLEY COMMUNITY CU	PO BOX 950	CASCADE, ID	83611	8/1/2000
VERIDIAN CREDIT UNION	1827 ANSBOROUGH AVE	WATERLOO, IA	50701	6/1/2014
VERITY CR UN	PO BOX 75974	SEATTLE, WA	98175	9/8/2008
VIRGINIA CREDIT UNION INC	PO BOX 90010	RICHMOND, VA	23225	3/3/2014

VOLVO CAR FIN N AMER	PO BOX 105614	ATLANTA, GA	30348	1/2/2004
VW BANK	PO BOX 7498	LIBERTYVILLE, IL	60048	1/2/2004
VW CREDIT INC	1401 FRANKLIN BLVD	LIBERTYVILLE, IL	60048	11/1/2006
VYSTAR CREDIT UNION	PO BOX 45085	JACKSONVILLE, FL	32232	1/2/2013
WACHOVIA BANK NA	PO BOX 5000	WINTERVILLE, NC	28590	6/1/2006
WACHOVIA BK OF DELAWARE NA	401 LINDEN ST	WINSTON SALEM, NC	27101	1/15/2004
WANIGAS CREDIT UNION	1837 BAGLEY ST	SAGINAW, MI	48601	6/1/2014
WASHINGTON STATE EMPLOYEES CR UN	PO BOX WSECU	OLYMPIA, WA	98507	9/17/2008
WATERFRONT FCU	2414 SW ANDOVER ST STE E-100	SEATTLE, WA	98106	5/1/2012
WEBER STATE CR UN	4140 HARRISON BLVD	OGDEN, UT	84408	7/1/2011
WELLS FARGO AUTO FINANCE INC	PO BOX 53439	PHOENIX, AZ	85072	11/3/2004
WELLS FARGO BANK NA	4101 WISEMAN BLVD T7422-012	SAN ANTONIO, TX	78251	6/14/2010
WELLS FARGO BANK NA	PO BOX 93380	ALBUQUERQUE, NM	87199	12/1/2004
WELLS FARGO BANK NA	7711 PLANTATION ROAD	ROANOKE, VA	24019	7/10/2012
WELLS FARGO CAPITAL FINANCE LLC	2450 COLORADO AVE STE 3000 W	SANTA MONICA, CA	90404	12/2/2013
WELLS FARGO DEALER SERVICES	PO BOX 997517	SACRAMENTO, CA	95899	2/1/2013
WELLS FARGO DEALER SERVICES	PO BOX 997517	SACRAMENTO, CA	95899	2/1/2013
WELLS FARGO EQUIP FIN	733 MARQUETTE AVE STE 700	MINNEAPOLIS, MN	55402	8/2/2010
WELLS FARGO NA	2450 COLORADO AVE STE 3000 W	SANTA MONICA, CA	90404	12/2/2013
WESTLAKE FIN SVC	PO BOX 76809	LOS ANGELES, CA	90076	7/1/2002

WESTMARK FED CU	PO BOX 2869	IDAHO FALLS, ID	83403	9/2/1997
WHATCOM EDUCATIONAL CR UN	PO BOX 9750	BELLINGHAM, WA	98227	2/1/2013
WHITEFISH CREDIT UNION	PO BOX 37	WHITEFISH, MT	59937	9/1/2013
WILSHIRE CONSUMER CREDIT	4727 WILSHIRE BLVD STE 100	LOS ANGELES, CA	90010	2/3/2014
WINGS FINANCIAL CREDIT UNION	14985 GLAZIER AVE STE 100	APPLE VALLEY, MN	55124	12/2/2013
WRIGHT-PATT CU	2455 EXEC PARK	FAIRBORN, OH	45324	4/19/2004
XCEED FINANCIAL FCU (fka Xeros Cr Un)	2200 E GRAND AVE	EL SEGUNDO, CA	90245	4/1/2000
ZIONS FIRST NATL BANK	PO BOX 1507	SLC, UT	84110	3/1/2011
1ST ADVANTAGE FEDERAL CR UN	PO BOX 2116	NEWPORT NEWS, VA	23609	6/1/2013
1ST BANK	PO BOX 3110	ALPINE, WY	83128	1/3/2012

2.13 FEES

*What are the fees related to
issuing motor vehicle titles?*

Titles

Issue Title	\$ 14
Issue Duplicate Title	\$ 14
Issue Duplicate Transfer Title	\$ 14
Issue Rush Title (plus normal fees).....	\$ 26
Stop Title Transfer	\$ 21
Transitional Ownership Document	\$ 26

Motor Vehicle Record Requests

Title Information by VIN	\$ 7
Title Information by Plate Number	\$ 7
Title Information by Name (per record).....	\$ 7
In-depth Title Record Search	\$ 14
Certification of Title Record	\$ 14

Miscellaneous

VIN Inspection	\$ 5
Assigned VIN	\$ 18
Motor Vehicle Investigator Fee	\$ 25
Lien Sale Application Fee	\$ 10
Salvage Certificate	\$ 14
Release of Liability	\$3.50

2.14 FLOORING REPOSSESSIONS

What is a flooring repossession?

This is a repossession performed by a flooring agent when a dealer defaults on his flooring loan.

If a dealer purchases a flooring repossession and retails it, what documents must be filed to obtain title?

A title application.

An MSO, MCO or title, which should show the failed dealer as owner.

A **notarized** Indemnifying Affidavit that states the vehicle was lawfully repossessed and no court proceedings or formal bankruptcy were involved.

A certified copy of the signed flooring agreement.

An inventory list that identifies the vehicle by year, make and VIN.

A bill of sale transferring ownership from the flooring agent to the purchasing dealer and **one** of the following:

- A bill of sale transferring ownership from the purchasing dealer to the applicant.
- The MSO, MCO or title assigned by the purchasing dealer to the applicant.

What if the dealer's business failure occurred in another state?

The new owner of the vehicle should be encouraged to title in the state where the dealership was located.

2.15 FORM NUMBERS

What form numbers are used?

Form	New Number
Certificate of Title	ITD 3517
Report of Sale and Application for Certificate of Title	ITD 0502
Duplicate Title Application	ITD 3367
Duplicate Title Application With Transfer of Ownership	ITD 3369
Certification Of No EIN For A Business, Trust, Or Other Entity Certification Of Beneficial Owner* For A Trust	ITD 3823
Conditional Title Statement of Facts	ITD 3405
Indemnifying Affidavit	ITD 3410
Vehicle or Hull Identification Number Certificate of Inspection	ITD 3403
Statement of Correction or Erasure	ITD 3395
Power of Attorney	ITD 3368
Satisfaction of Lien	ITD 3726
Affidavit of Repossession	ITD 3366
Affidavit of Inheritance	ITD 3414
Small Estate Affidavit	ITD 3413
Idaho Motor Vehicle Record Request	ITD 3374
Boat-Trailer-Snowmobile-Camper Unit Certificate	ST-108BT
Family Transfer or Gift Affidavit (new name "Motor Vehicle Transfer Affidavit")	ST-133

If I have old "MV" forms, can they still be used? Generally, yes. The exceptions are as follows:

- The older versions of the Affidavit of Inheritance, Small Estate Affidavit, Repossession Affidavit, Salvage Vehicle Affidavit, Duplicate and Duplicate with Transfer applications, and the Indemnifying Affidavit are no longer useable as these forms must now be notarized.

2.16 INHERITANCES, CONSERVATORSHIPS, & GUARDIANSHIPS

What happens when a titled owner dies?

There are several different ways ownership can be transferred, depending on the circumstances. Titles to the deceased's vehicles may be transferred by Affidavit of Inheritance (Exhibit 2-19), Small Estate Affidavit (Exhibit 2-20, both exhibits at the end of this section), Community Property Agreement, or through probate proceedings, depending on the circumstances.

Regardless of the circumstances, the title in the deceased's name should be surrendered, and the authorized person should sign a release on behalf of the deceased on the title.

Who is authorized to sign title documents on behalf of the deceased?

This depends on the circumstances. Here are guidelines for the most common situations:

- Affidavit of Inheritance: Heir
- Small Estate Affidavit: Heir
- Community Property Agreement: Surviving Spouse
- Probate Documents: Appointed party, i.e., Personal Representative, Administrator, Executor, Surviving Spouse

What is considered to be a proper release on the title for the deceased?

The authorized person should sign the deceased's name, by their name, and then list their authority. For example if John Smith is deceased and Mary Smith is the heir to John's vehicle, Mary would sign off John's title as follows: "John Smith by Mary Smith, heir". "Heir", in this example, is Mary's position, which authorizes or entitles her to sign off the title on behalf of the deceased. Personal Representative, Administrator, Executor, and Surviving Spouse are some other examples of those authorized to sign for the deceased under various circumstances.

What conditions must be met before an heir may transfer title using an Affidavit of Inheritance?

The deceased had no Will or property requiring probate and there are no creditors.

Should each applicant in an inheritance situation be asked if the deceased had creditors or other property necessitating probate?

It is recommended that the heir be given an Affidavit of Inheritance form to read, and that the heir be told to sign it if all the statements on the form are true for them. Let the heir make the decision and accept responsibility for it. If he asks questions, advise that he seek competent legal counsel.

If a child of the deceased is signing an Affidavit of Inheritance or Small Estate Affidavit, are releases required from the siblings?

No.

If the necessary conditions are present, what must an heir do to transfer a title by Affidavit of Inheritance?

The heir must complete and sign the Affidavit of Inheritance. The heir must present a title in the deceased's name, and sign it off on behalf of the deceased.

What if the deceased left a will?

This depends on the size of the estate. If the net value of the estate (total value less liens and encumbrances) is greater than \$100,000, the will must be probated. If the net value of the estate is less than \$100,000, a Small Estate Affidavit may be used if the conditions for that affidavit have been met.

What conditions must be met before a Small Estate Affidavit may be used?

The affiant must be able to state that:

- The net value of the estate is less than \$100,000.
- Thirty days have passed since the death of the decedent.
- No application or petition for personal representative has been made or is pending in any jurisdiction.
- The affiant is entitled to the vehicle.

The affiant must present the title in the deceased's name, and sign it off on behalf of the deceased.

Can a will, alone, ever be used to transfer a title to the deceased's vehicle?

No. However, a will can often be used in conjunction with an inheritance affidavit to transfer a title. The Small Estate Affidavit may be used if the net value of the estate does not exceed \$100,000 and the other conditions of the affidavit have been met.

Affidavits drafted by attorneys (i.e., affidavits in lieu of probate) may also be used, as long as they have the same information contained in an ITD inheritance affidavit.

When can a community property agreement be used to transfer a title?

A community property agreement may be used by the surviving spouse if:

- The community property agreement was filed prior to death.
- AND
- The couple was married at the time of death.

If these conditions are present, vehicles in the estate may be transferred, regardless of the value of the estate.

What documents are required for a surviving spouse to transfer a title using a community property agreement?

The surviving spouse should present:

- The old title with a release for the deceased signed by the surviving spouse.
- A certified or verified copy of the Community Property Agreement showing it was recorded prior to the death of the titled owner.
- A **notarized** Indemnifying Affidavit by the surviving spouse stating that the parties to the agreement were married at the time of the death (an ITD 3410, Indemnifying affidavit, may be used) or a certified or verified copy of the death certificate listing the spouse.

When is the probating of an estate necessary before a title in the deceased's name can be transferred?

This would be true whenever the requirements for the Affidavit of Inheritance, Small Estate Affidavit, or Community Property Agreement cannot be met.

What documents are required to transfer a vehicle when the estate has been probated?

Court documents such as those appointing a personal representative, executor or administrator, or vesting interest in the surviving spouse, should be presented, i.e., Letters Testamentary, Letters of Administration, Decree Vesting Interest In Surviving Spouse, etc. These documents should be certified or verified to be true copies of the originals.

What if the court appoints more than one representative for the deceased person?

A majority of personal representatives must sign. If two personal representatives are appointed, two must sign; if four are appointed, three must sign; etc. An exception would be if the court documents specify that each representative may act independently.

May a deceased person's representative delegate his authority to another person through a power of attorney?

Yes, in special situations. For more information, contact the Titles Unit.

What if there is a lien on the title that has not been released?

The lien must be released or recorded on the new title.

If a deceased individual is shown as a lienholder on a title, what documents would be necessary to release the lien?

Require the same documents that you would if the individual was shown as a registered owner. Whoever enters a lien release must have the same inheritance documents that would be necessary to enter a release for a registered owner.

Must a personal representative, executor, administrator, or surviving spouse title a vehicle in his name prior to transferring the vehicle?

No. He is acting on behalf of the deceased. If the title is already in the deceased's name, it is unnecessary for him to title the vehicle in his name. If the vehicle has not been titled in the deceased's name and is still in the name of the previous owner, it will be necessary for the vehicle to be titled in the deceased's estate prior to transferring.

Must an heir title a vehicle in his name prior to transferring a vehicle?

No, as long as the heir does not register and operate the vehicle. The heir may sign the release on the title the same as the deceased person could have.

If a title that was issued in the deceased's name only is lost, must the heir obtain a duplicate title in the deceased's name before transferring title into the heir's own name?

No. As is the case with many other types of transfers by operation of law, the person receiving the vehicle through the legal action (in this case, the heir) may apply for title directly into his name by presenting the appropriate legal instruments (in this case, inheritance documents).

If a title that was issued in the deceased person's name only is lost, and the heir wishes to immediately transfer the vehicle, must the heir first obtain a title before transferring the vehicle to another party?

Yes. The heir, who is the person receiving the vehicle through this transfer by operation of law, must have a title before he can transfer the vehicle to another party. The new purchaser cannot obtain a title in his name until the heir has a title to assign to the new purchaser.

In this case, the heir may apply for a duplicate title in the deceased's name, a title in his own name, or they may apply for a duplicate title with transfer of ownership if the vehicle qualifies, after presenting the appropriate inheritance documents. Upon receipt of the duplicate title, the heir may assign it to the buyer.

<p>Remember: If the heir has obtained a title in the deceased's name, the heir must provide the appropriate inheritance documents when he reassigns the title.</p>

What if the probate case for an estate has been closed and the personal representative has been released from his duties?

The case may be reopened, upon petitioning of the court, and a personal representative may be reappointed.

When a title is issued in two names with an "AND" between them, and both are deceased, can the title be transferred using inheritance documents for one person and a death certificate from the other?

No. Inheritance documents would be required for both parties since each had an equal, joint interest in the property. Their separate heirs would also have an equal, joint interest. Especially in the case where the two owners are unrelated, to allow transfer to occur using only the death certificate for one party would mean his heirs' interests were ignored.

An exception would occur if "WROS" or "JTWROS" followed the two names. If this was the case, inheritance documents for one party and a death certificate for the other would suffice (see Exhibit 2-21, Inheritance Flow Chart, at the end of this section).

When a title is issued in two names with an "OR" between them and one is deceased, who may transfer the vehicle?

Joint ownership does not necessarily create the implication of right of survivorship. Thus, upon the death of one owner, either the personal representative or an authorized heir of the deceased may transfer ownership or the surviving owner may transfer ownership.

What is a conservator?

A conservator is a person or institution designated to take over and protect the interests of an incompetent.

What is a guardian?

A guardian is a person who has been designated to take care of another person or the property of another.

If someone is signing for another as his or her guardian or conservator, are there additional title requirements?

Yes. Original or verified copies of the court documents appointing the conservator or guardian must accompany the title application.

The conservator or guardian would execute a signature in a manner similar to how an attorney-in-fact would execute a signature by power of attorney. For example, Edward Jones is appointed guardian of Thomas Young. Edward would sign for Thomas as follows:

Thomas Young by Edward Jones, guardian.

If a person is indigent and dies without a will or heirs and the county has paid for funeral expenses, may the county sell the person's vehicle to offset this expense?

Yes.

How does the county dispose of the indigent's vehicle?

The county treasurer may sell the vehicle. The treasurer must submit a bill of sale, the Idaho title, and a signed statement that the county is disposing of a vehicle previously owned by an indigent who died intestate with no known family or heirs.

Exhibit 2-19



Affidavit of Inheritance Idaho Transportation Department

ITD 3414 (Rev. 07-13)
Supply # 01-9580700
itd.idaho.gov

Vehicle Identification Number [REDACTED]		Title Number [REDACTED]	
Year [REDACTED]	Make [REDACTED]	Model [REDACTED]	
Name of Deceased [REDACTED]		Date of Death [REDACTED]	

Name and Address of Other Heirs:

Name of Other Heirs	Address
[REDACTED]	[REDACTED]
[REDACTED]	[REDACTED]
[REDACTED]	[REDACTED]
[REDACTED]	[REDACTED]
[REDACTED]	[REDACTED]
[REDACTED]	[REDACTED]

The undersigned claimant hereby deposes and says that:

- The claimant is a survivor or heir of the decedent.
- The decedent died intestate.
- The decedent has no remaining creditors.
- The decedent did not leave other property necessitating probate.
- No other heirs have prior right to the named vehicle.
- The decedent was the titled owner of the above described vehicle, and the claimant has a right to succeed to said motor vehicle.

Note: If the vehicle described above has been titled, but no title is being submitted, the claimant certifies that the title has been lost.

This affidavit is attached to and made part of the application for Idaho Certificate of Title to the above described vehicle. The claimant hereby agrees to warrant and defend said Title and to save harmless and defend regardless of outcome the Transportation Department of the State of Idaho from the expenses of and against all suits, actions, claims, losses, or assertion of claims including costs, expenses, and attorney fees to which the department may be subjected on account of any defect in the Title to the vehicle in question.

I certify under penalty of perjury pursuant to the law of the State of Idaho that the foregoing is true and correct and that the signature below is my true and legal signature.

Claimant's Printed Name [REDACTED]		Relationship to Deceased [REDACTED]		Daytime Phone Number () [REDACTED]	
Address [REDACTED]		City [REDACTED]		State [REDACTED]	Zip Code [REDACTED]
Claimant's Signature X				Date [REDACTED]	

Exhibit 2-20



Small Estate Affidavit Idaho Transportation Department

ITD 3413 (Rev. 07-13)
Supply # 01-958068-7
itd.idaho.gov

Vehicle Identification Number []		Title Number []	
Year []	Make []	Model []	
Name of Deceased []		Resident County of Decedent []	
County and State Where Decedent Died []			Date of Death []

Under penalty of perjury, the undersigned claimant, being first duly sworn, hereby deposes and says:

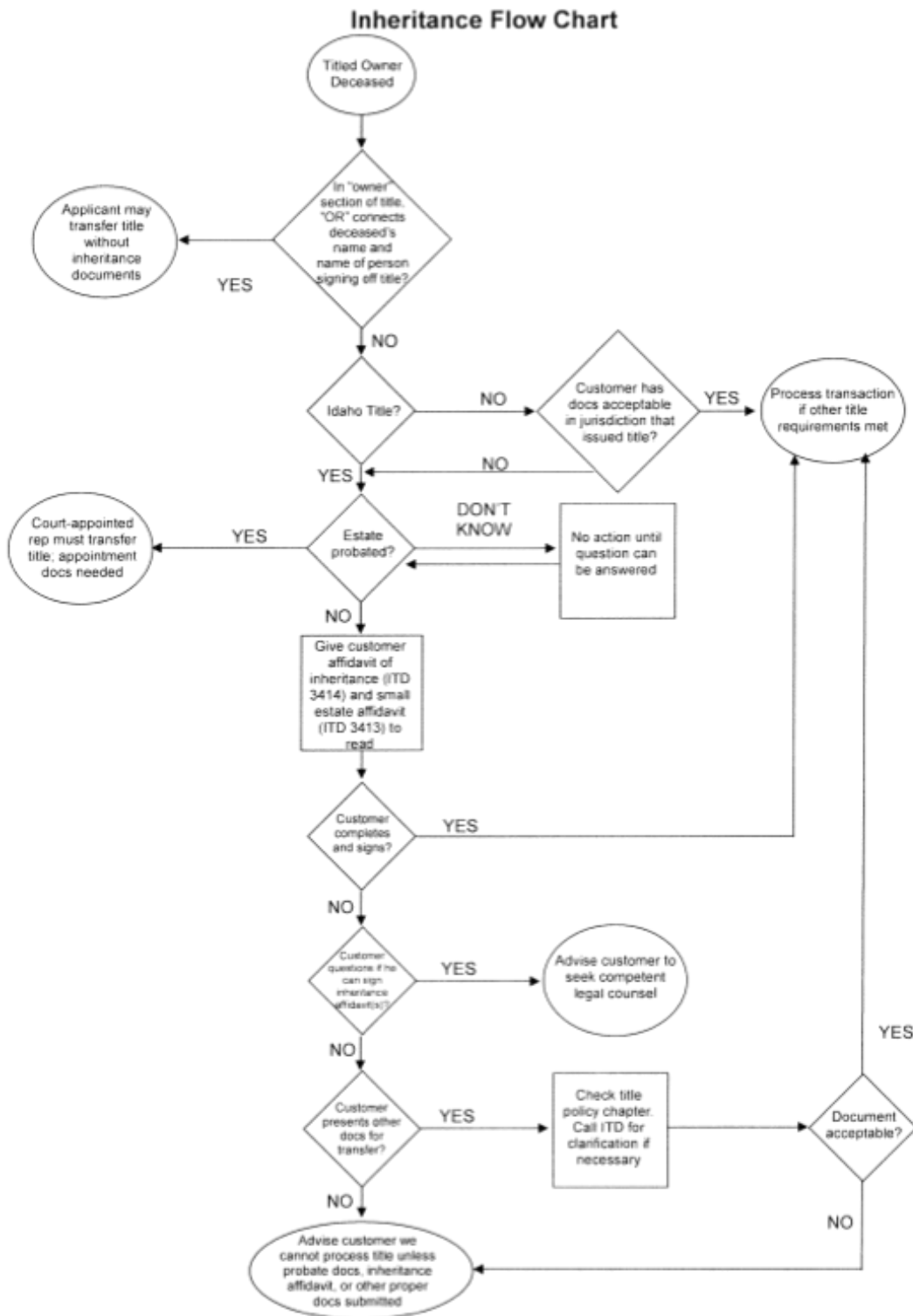
1. I am over the age of eighteen (18) years, and qualify as a witness in the State of Idaho.
2. I am the successor of the decedent's estate.
3. The fair market value of the entire estate of the decedent, wherever located, which is subject to probate, less liens and encumbrances, does not exceed one hundred thousand dollars (\$100,000).
4. More than thirty (30) days has elapsed since the death of the decedent.
5. No application or petition for the appointment of a personal representative or for summary administration is pending or has been granted in any jurisdiction.
6. I am entitled to payment or delivery of the property of the decedent.

This affidavit is attached to and made part of the application for Idaho Certificate of Title to the above described vehicle. The claimant hereby agrees to warrant and defend said Title and to save harmless and defend regardless of outcome the Transportation Department of the State of Idaho from the expenses of and against all suits, actions, claims, losses, or assertion of claims including costs, expenses, and attorney fees to which the department may be subjected on account of any defect in the Title to the vehicle in question.

I certify under penalty of perjury pursuant to the law of the State of Idaho that the foregoing is true and correct and the signature below is my true and legal signature.

Claimant's Printed Name []		Relationship to Deceased []		Daytime Phone Number () [] []	
Address []	City []	State []	Zip Code [] [] [] []		
Claimant's Signature X				Date [] [] [] []	

Exhibit 2-21



2.17 INTERMEDIATE OWNERS

What is an intermediate owner?

This term refers to parties who hold ownership between the time the vehicle is sold by the titled owner and before the new title applicant purchases the vehicle. For example, Joe Jones has a vehicle titled in his name. He sells it, signs off the title and releases it to Frank Smith. Frank Smith never titles the vehicle in his name. He sells it to As Is Auto Sales. As Is Auto Sales then applies for a title in their name. Frank Smith is referred to as the intermediate owner.

Can a title be issued to a new owner if there has been an intermediate owner?

No. The new owner must go back to the intermediate owner and get them to title the vehicle in their name and then sign the title over to the new owner.

There are four exceptions:

- The intermediate owner holds an Idaho dealer's license.
- The intermediate owner was an out-of-state resident.
- The intermediate owner cannot be found. Attempts to locate the in-between owner must be explained on an indemnifying affidavit and any supporting documentation (i.e., certified mail request returned "undeliverable as addressed") must be attached.
- The intermediate owner is an heir who does not intend to operate the vehicle, but only wishes to transfer the vehicle. The heir may release interest on behalf of the deceased owner by signing the owner's release line on the title. The signature should appear as follows:
(deceased name) by (heir's signature), heir
i.e., "William Smith by Robert Smith, heir

In each of these exceptions, a bill of sale or release-of-interest statement must be submitted from the intermediate owner. If no bill of sale or release-of-interest statement can be obtained, the current owner must contact a Motor Vehicle Investigator for a recommendation.

2.18 LEASED VEHICLES

Whose names are listed in the owner section on the title application and title for a leased vehicle?

The names of both the lessor and the lessee. They should be entered as in the example below:

ABC Leasing	LSR	(lessor)
Doaks, Joseph	LSE	(lessee)
1211 Main St.		(lessor's address)
Boise, ID 83702		

Does the lessee's name have to be on the title?

Yes, so that the vehicle can be registered in the lessee's name.

<p>Exception: The lessee/carrier does not need to be listed on an owner/operator's commercial vehicle.</p>

Can sublessees be shown on Idaho titles?

Sublessees can be shown on Idaho titles, beneath the lessor and lessee. Sublessees will be shown on the title with "SLE" following their name in the Ownership Conjunction field.

Who can sign the title application?

The lessor, the lessee, or the sublessee can sign. If the lessee or sublessee signs, they should sign **without** listing the lessor's name.

If the lessee or sublessee is signing for the lessor (e.g., ABC Leasing by Joe Doaks), they must have a power of attorney from the lessor.

Who can transfer ownership by signing the release on the title of a leased vehicle?

Only the lessor.

Who is the title mailed to?

To whomever has the top priority interest in the vehicle, i.e., the lienholder (if there is one). If there is no lienholder, then the title is mailed to the lessor.

How is sales tax collected?

It is not necessary for the lessor to pay sales tax when titling a leased vehicle. However, the leasing company must collect sales tax from the lessee. This typically is done with each monthly payment under the leasing company's Idaho seller's permit number.

The selling dealer should list his own seller's permit number in the designated space on the application. The Idaho seller's permit number should be listed in the "type of sale" field of the lessor's Idaho title application.

If the lessee purchases the leased vehicle, can they then sign the release on the title to transfer ownership to somebody else?

It is recommended that the lessee re-title the vehicle to remove the lessor if the lessee is listed on the title and he plans to retain the vehicle.

However, it is allowable for the lessee to resell the vehicle without re-titling in his name. A release from the lessee along with one from the lessor on the title is needed. The lessee must submit proof that the sales tax has been paid on the buy-out/residual sale price.

If a title applicant is a lessee of a motor vehicle with an out-of-state lessor, what must be done to satisfy sales tax requirements?

The out-of-state lessor must have an Idaho seller's permit number under which tax will be collected and submitted to the Idaho State Tax Commission. This must be verified and listed on the application for title.

What if an out-of-state lessor refuses to get an Idaho seller's permit number?

If the lessor refuses to get an Idaho seller's permit number, the vehicle cannot be titled and registered in Idaho.

Can lessees or sublessees apply for duplicate titles?

Since titles are not mailed to lessees or sublessees, they would normally have little knowledge as to the whereabouts of a title. Therefore, a request for duplicate title should come from the lessor or, when applicable, a lienholder. If necessary, a lessor may grant power of attorney to the lessee or sublessee to apply for a duplicate title.

2.19 LIENS BASED ON VEHICLE LOANS

What is a lien?

A security interest in a vehicle. It is generally held by a financial institution that has lent money for the purchase of the vehicle and has accepted the vehicle as collateral. However, any business or individual can hold the lien on a vehicle.

How is a lien recorded on a title?

In general, liens are recorded in the following manner at the time the applicant applies for a new title at a county assessor's office.

NEW APPLICATION:

The name and address of the lienholder are entered in the lienholder section of the title application and on the back of the MSO or MCO.

Vehicle Services issues a new title with the name and address of the lienholder recorded on the front.

EXISTING TITLE:

The previous lienholder (if there is one) signs the lienholder release on the existing title.

The name and address of the new lienholder are entered in the proper spaces on the old title. They are also entered in the lienholder section on the title application if one is required (i.e., if ownership has been transferred).

Vehicle Services issues a new title with the lienholder recorded on the front. The title is always sent to the lienholder.

Is a title application required when a lien is added to a title or is changed?

Only when ownership of the vehicle has been transferred

Does the applicant have to provide documentation for a lien they want recorded on a title?

No.

How is a lien removed from a title?

When a lien has been satisfied, the lienholder or an authorized representative does **one** of the following:

- Signs the lien release on the title. If the lienholder is a business, the business name must be entered on the same line. For example:

First National Bank by Fred Jackson

OR

- Completes and signs a separate lien release form (ITD-3368, Satisfaction of Lien)(see Exhibit 2-22).

Initials are not acceptable for a signature releasing a lien. At least the complete last name of the person releasing for the lienholder must be signed.

Whenever a lien has been satisfied, the lienholder is required to provide notice to ITD within 30 days.

They may do so by sending (1) a verified copy of the title showing their release, (2) a separate lien release form with a photocopy of the title, or (3) a list of the titles for which their lien has been satisfied, along with an original cover letter explaining this fact. Upon receipt of the lienholder's notice, ITD will record the lien release on the title record.

The owner has the option of submitting his title to the county or ITD to have the lien removed from it or simply holding on to it. Before choosing the latter option, it is advisable for the owner to verify that the lienholder's release was properly recorded at ITD.

A lienholder can release his interest in a vehicle on something other than the title or a Satisfaction of Lien (ITD-3368), as long as the release contains **all** of the following information:

- A statement releasing interest in the vehicle.
- A complete vehicle description with year, make and identification number.
- The name of the lienholder and a signature of an authorized representative.

If the owner does not have a standard lien release (title or separate document), other evidence that the lien has been satisfied may be considered on a case-by-case basis. For example, if the owner has a copy of the contract that has a "paid in full" stamp and an original signature from someone who can be identified as an authorized representative of the lienholder, this may be used to release the lien. If the owner has a copy of a contract with no indication it has been paid in full but he has verified copies of canceled checks showing that all payments were made, this, along with an Indemnifying affidavit, may be sufficient.

Are electronic signatures on lien releases acceptable?

ITD has established a departmental policy that allows for the acceptance of electronic signatures, provided they are produced through a process that:

- Adequately identifies the sender.
- Provides evidence of the sender's intent.
- Documents the transaction.
- Ensures the signed document's integrity.
- Is as transparent as possible.

Thus far, Vehicle Services has only determined that electronic signatures produced through secure vendor systems such as DocuSign and RightSignature are acceptable. When a document has been signed utilizing a vendor system and it has been subsequently printed, the printed copy must be verified to be an original or copy of the original electronically signed document.

Other possible applications are being examined and evaluated by Vehicle Services in consideration of the criteria above, particularly the "ensures the signed document's integrity" requirement. Additional acceptable electronic signature applications and examples will be added to this policy section when approved.

What is the fee for removing a lien from a title?

The normal \$14 title fee.

What is the significance of a lien's recorded date?

The recorded date is important in the case of bankruptcies. If the recorded date is within 30 days of the sale, or if there is no sale, the contract signature date, and time the owner files for bankruptcy, the lien is secured and the lienholder stands a greater chance of minimizing losses. If the lien's recorded date is beyond 30 days, the lienholder has an unsecured lien, and will probably recover a much smaller percentage of their investment than with secured liens.

Federal bankruptcy laws indicate that an application recording a lien must be filed within 30 days of the sale in order for the lien to be secured.

How is a lien's recorded date determined?

Generally, when a title application is submitted to a county assessor's office or ITD, the date received will be the date recorded if the title documents are acceptable for the issuance of the title.

When a transitional ownership document (TOD) has been filed, the recorded date of the lien is the date the TOD was filed, provided it was filed within 30 days of the sale. If there was no sale, then the recorded date will be the contract signature date. The title application is subsequently filed within 90 days of the sale or contract signature date.

Is the contract creating the lien required to be notarized?

No. The original law passed in 1992 required the notary, but that provision was rescinded in 1993 for regulated lenders.

Does ITD require that the contract be submitted with title documentation?

No. However the applicant, lienholder, or dealer should be ready to produce evidence of the lien creation, if requested.

What would be the recorded date and time for a new lien if the application for title was received by the county assessor's office or ITD more than 30 days after the date of sale, or if there was no sale, the contract signature date?

For applications received by the county assessor's office or ITD more than 30 days after that, the date and time the application is received is the recorded date and time of lien.

What recorded date will be assigned to a lien that was previously recorded on a title?

If the lien was released on the title, ITD (or its agent) will use a new recorded date for any lien listed on the application for Idaho title.

If the lien was not released on the title, and the new title will retain the same lienholder and at least one of the previous owners, the recorded date on the previous title will be retained. If the previous title shows no recorded date (as on some out-of-state titles), the title issue date will be used as the recorded date for the lien on the new Idaho title.

In the case of a taxable transfer of ownership, where the lien was not released and the new title will have the same lienholder, a new recorded date will be assigned to the lien, unless the lienholder has specified that the new owners have assumed the lien.

	<p>If a lienholder specifies that the new owner has assumed the contract and the terms of the previous lien, the original date of lien recording will be retained on the new certificate of title.</p>
<p><i>How is the lien handled when dropping or adding an owner's name on a title?</i></p>	<p>The lienholder should write "same lien" in the lienholder release line and the new lienholder section if the lien is to remain the same.</p>
<p><i>How is a lien recorded when a vehicle is refinanced?</i></p>	<p>The previous lien is released on the lienholder release line and the lienholder section is completed.</p>
<p><i>How is a lien recorded when titling a vehicle that has been repossessed?</i></p>	<p>The procedures are the same as those outlined above for recording a lien on any vehicle with an existing title. For more information, see Repossessions.</p>
<p><i>When a lienholder repossesses a vehicle, is sales tax collected?</i></p>	<p>No, unless:</p> <ul style="list-style-type: none"> • The lienholder (an individual) is titling the vehicle and was not the prior owner from whom the vehicle was purchased. • The lienholder (a financial agency) is both registering and titling the vehicle for company use and was not the previous owner from whom the vehicle was purchased.
<p><i>What is a second lien?</i></p>	<p>A security interest in a vehicle taken by a second party when a first lien already exists. In case of a default, the second lienholder's claim is settled after that of the first lienholder.</p>
<p><i>How is a second lien recorded?</i></p>	<p>Both lienholders must be listed as new lienholders in the proper spaces on the old title. Enter the name and full address of the first lienholder and mark it 1ST LIEN. Enter the name, city, and state of the second lienholder and mark it 2ND LIEN.</p> <p>Vehicle Services issues a new title with both lienholders recorded on the front. It is sent to the first lienholder.</p>
<p><i>How is a second lien released?</i></p>	<p>If there is a space on the title for the second lienholder's release, that's where it should be released. If there is no such room, the second lienholder must submit a separate lien release.</p>
<p><i>When the first lienholder releases his lien, should he mail the title to the second lienholder?</i></p>	<p>Yes. The second lienholder may submit the title with a \$14 fee to have the first lienholder removed and the second lienholder's name, address, and recorded date and time printed as the primary lienholder.</p>
<p><i>If the first lienholder repossesses a vehicle that had two liens recorded on the title, what is required from the second lienholder?</i></p>	<p>Nothing. The interest of the second lienholder is extinguished at the time the first lienholder repossesses.</p>
<p><i>May a second lienholder repossess a vehicle?</i></p>	<p>Yes, but only if the second lienholder has a lien release from the first lienholder.</p>
<p><i>What is an assumption?</i></p>	<p>The term "assumption" is used to refer to any transaction in which a new owner takes title to a vehicle, but the old lien remains on the title. It is most often used with manufactured homes.</p>
<p><i>How is the lien recorded on the title when a loan is being</i></p>	<p>The previous owner signs the release in the proper space on the existing title. The new owner's name and address are entered in the</p>

assumed?

proper spaces.

The applicant writes "ASSUMPTION" in the lienholder release line on the old title. The lienholder does NOT sign the release on the old title.

Enter lienholder's name and address in the "new lienholder" space on the title.

If the vehicle is not a manufactured home, complete a Report of Sale and Application for Certificate of Title.

Vehicle Services issues a new title in the name of the new owner, but with the same lienholder and original recorded date.

The original recorded date is retained.

If a lien has been assigned by the lienholder on the title to a new lienholder, what date is listed??

In the case of a lien assignment, the recorded date of the original lien should be carried forward for the new lienholder.

Exhibit 2-22

ITD 3726 (Rev. 2-08)
Supply # 01-967677-4
itd.idaho.gov

Satisfaction Of Lien Idaho Transportation Department



Vehicle Identification Number (VIN)		Title Number
Year	Make	Model
Owner of Record		
Lienholder of Record		

Complete the following if applicable

Lienholder of Record	is now Known As/DBA/One and the Same As	Current Lienholder Name
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I certify that the lien on the above-described vehicle has been satisfied.

Lienholder	Phone Number
Authorized Signature X	Date

2.20 LIFE ESTATES

What is a life estate?

A legal means for one person, usually a senior citizen, to transfer title of a mobile home to heirs while retaining control of the property as long as the transferor lives. It is used primarily to avoid inheritance taxes on mobile homes, while still allowing the senior citizen to qualify for the circuit breaker tax exemption.

What is entered in the purchaser area of the old title to establish the life estate?

If Agnes Doe, the current owner, is to maintain a life estate while transferring ownership of her mobile home to John or Mary Doe, then the purchaser entry should read:

Doe, Agnes Life Estate
Doe, John or
Doe, Mary

The face of the new title will read the same.

Who must sign the application for title, creating the life estate in the manufactured home?

In the example above, Agnes Doe and either John or Mary Doe must sign.

Who may sign the release on a title issued to a life estate?

In the example above, Agnes Doe must sign along with either John or Mary Doe so long as she is living. After Agnes dies, then either John or Mary Doe may sign. They must also submit a certified copy of Agnes Doe's death certificate.

2.21 MANUFACTURED HOMES

Do manufactured homes have to be titled as motor vehicles?

Generally yes, unless a "Statement of Intent to Declare Manufactured Home Real Property" has been filed with the county recorder, and the MCO or title has been surrendered to ITD.

What if it has been modified by the addition of permanent attachments that render it immovable, or it has been placed on a permanent foundation but no real property declaration has been filed with the county recorder?

The unit would still be considered a vehicle for titling purposes as long as no real property declaration has been filed with the county recorder.

If an Idaho manufactured home dealer sells a new unit to an Idaho resident, must they file a title application for the customer with ITD?

Yes, if the customer wants a title. However, if the customer is going to declare the unit real property, no application for title is necessary. The dealer must file a title application within 30 days if the unit will not be placed on a permanent foundation within that time. Even if the unit is placed on a permanent foundation within 30 days, a lienholder may still wish for the dealer to file the title application so that their lien may be perfected in a more timely manner.

What is the first step in declaring a manufactured home as real property?

The owner should obtain a "Statement of Intent to Declare Manufactured Home Real Property" from the county assessor or the State Tax Commission. They should complete the form and obtain the necessary signatures.

Whose signatures are required on the "Statement of Intent to Declare Manufactured Home Real Property"?

The owner(s) must sign the form and have their signature notarized.

A Building and Zoning Department official or other authorized official must sign to verify that the running gear has been removed and the unit is permanently affixed to a foundation.

The county assessor must sign to verify ownership of the land and manufactured home and payment of sales tax on new manufactured homes.

What should be done with the title or MCO if a "Statement of Intent to Declare Manufactured Home Real Property" is filed with the county recorder?

The title or MCO should then be surrendered to the county assessor auto licensing office along with a copy of the "Statement of Intent" and a letter from any recorded lienholder, showing consent to the cancellation of the title or MCO.

A Vehicle Identification Number Affidavit of Inspection is required if an MCO or out-of-state title is submitted.

What should the county auto licensing office do when they receive these documents?

The county auto licensing office should enter the transaction on the titles system, submit the documents and the "no charge" receipt with their daily transmittal to ITD.

What will ITD do when the documents are received?

ITD will review the documents and will verify the record entered by the county. If a deficiency is noted, ITD will contact the county to resolve it. All documents will then be microfilmed, and the microfilm roll and frame number will appear on ITD's records.

What if the owner of the home subsequently wishes to remove it from its foundation and convert it from real property to personal property?

The following steps should be taken:

1. The party requesting the reversal must obtain a title report from a title company to determine the interested parties of record.
2. Written consent for the removal must be obtained from any lienholder, recorded or unrecorded, known to have an interest in the home. Consent must also be obtained from the owner shown on the title report, if different from the owner requesting the reversal (i.e., if the owner on the report sold the home to the owner requesting the reversal).
3. The owner must provide written notice of the intended removal to the county assessor at least 30 days in advance by filing a "Reversal of Declaration of Manufactured Home as Real Property." This form must be completed by the owner, and must be signed by the assessor. It must also be signed by the county treasurer who must certify that all taxes, due and payable, have been paid. The title report and letters of consent must be provided to the assessor at this time.
4. The owner must apply for title within five days of the removal of the vehicle from its foundation. Prior to the issuance of the title, the reversal must be recorded at the county recorder's office.
5. To apply for title, the owner must submit:
 - A copy of a completed "Reversal of Declaration of Manufactured Home as Real Property" form displaying all signatures.
 - Original or verified copy of the title report.
 - Original or verified copies of the letters of consent from lienholders shown on the title report and any known, unrecorded lienholders (i.e., previous seller on a land contract), or a lien release if they will not appear on the new title as lienholder.
 - Release of interest from the last owner on the title report if different from applicant.
 - Indemnifying Affidavit.
 - VIN inspection.
 - A \$14 Title Fee.
6. The county assessor auto licensing office will enter the transaction on the title system and will forward the application and all supporting documents to ITD.
7. ITD will examine the documents and will issue a new title to the applicant if all required documents are in order.

On double-wide manufactured homes, are both units titled separately?

No. Both MSOs, MCOs, or out-of-state titles must be submitted, but only one Idaho title showing both Vines will be issued. The application for title must show the VIN for each unit of the double-wide manufactured home.

Are office trailers titled?

Office trailers have been classified as wheel-mounted equipment and generally are not titled. However, they may be titled if the applicant

desires it.

If titled, are office trailers considered manufactured homes?

No. Office trailers should be identified on the title application with the "HS" code in the body-type section, "TL" or "Trailer" in the model section, and "office" in the description section. As with other nonexempt motor vehicle sales, sales tax is due on the full value of the office trailer (less trade-in) for each transfer.

Who can conduct manufactured home VIN inspections for a county?

Any employee of the county assessor's office may perform a mobile/manufactured home VIN inspection. Appraisal personnel and building and zoning group personnel may be used to verify the VIN for the county assessor.

Where can a VIN be found on a manufactured home?

An inspector should search for the VIN in the following locations:

- A plate or decal attached by the manufacturer, usually adjacent to the main entry door, attached to the outside skin by screws, rivets, or glue. (A metal plate affixed to the exterior of the home representing the heating, plumbing, and electrical certification by the state Department of Building Services is not a reliable source of identification.)
- Tongue – stamped into the top surface, outside face or inside.
- By the electrical box on a tag attached by the Idaho Department of Building Services.
- Front, cross member of the frame - stamped or written in chalk. Skirting may cover the cross member. It is **not** recommended that the skirting be removed.
- A manufacturer's information sheet may be attached to a wall or door in the furnace room, kitchen, laundry center, or electrical box, or the master bedroom closet (mainly in older mobile homes).

If a VIN cannot be found, the **county may assign a manufactured homeVIN** to the home if they have been issued a series of VIN decals by their **MVI**.

Some manufactured home VINs have a letter "I" in them. **Do not** change them to the number "1."

2.22 MANUFACTURER'S STATEMENT of ORIGIN (MSO) and MANUFACTURER'S CERTIFICATE of ORIGIN (MCO)

What is an MSO or MCO?

An MSO or MCO is the primary ownership document for a new vehicle or vessel. It is used to transfer ownership between dealers and new-car buyers.

For what vehicles or vessels are MSO's or MCO's required?

All new vehicles manufactured by licensed manufacturers in model year 1981 and after and all vessels manufactured by licensed manufacturers of model year 2000 (if sold in 2000) or 2001 or newer must have an MSO or MCO as proof of ownership.

What requirements must an MCO or MSO meet?

MCO or MSO paper and content requirements apply to all vehicles, whether foreign or domestically produced.

Regarding type of MCO paper:

1. If the vehicle was **manufactured in Idaho and sold new in Idaho** by an Idaho-licensed dealer, the MCO must adhere to Idaho Administrative Procedures Act (IDAPA) 39.02.09 requirements, which means that if it doesn't have most of the safety features found in our title or in MCOs issued by major automobile manufacturers, the manufacturer or dealer would need to apply for a waiver, and the MCO would at least have to be on safety-checker paper.
2. If the vehicle was **manufactured outside of Idaho and sold new** to an Idaho resident, the MCO may be on plain paper unless we know that the state in which it was sold requires safety paper. (IDAPA 39.02.09 requires that the MCO meet the legal requirements of the state where the vehicle was purchased. Of the surrounding states that were surveyed, only Montana required that the MCO paper contain safety or security features.)

The **original MCO or MSO is required** for titling purposes. Copies are not acceptable.

Regarding MCO content, according to Idaho Code (I.C.) Section 49-504(3) and Administrative Rule, IDAPA 39.02.09:

1. **Regardless of where the vehicle was manufactured or sold**, the MCO must include:

- a. The name of the manufacturer;
- b. The signature of the manufacturer transferring it to the first dealer;
- c. The name of the dealer or distributor/agent who acquired it from the manufacturer;
- d. Model year, make, model, body type, and VIN;
- e. Assignment from dealer on face of MCO to customer (dealer's signature of release, and customer's name).

2. If the vehicle was **manufactured in Idaho**, the MCO must **also**

have:

- f. control numbers, and;
- g. a certification attesting to the first transfer in ordinary trade or commerce: “It is further certified that this is the first transfer of such new vehicle in ordinary trade and commerce.”

Although the MCO or MSO should also show an **assignment from the dealer or distributor** on the face of the MCO to the customer (dealer’s or distributor’s signature of release, and customer’s name), a bill of sale or release of interest from the dealer or distributor is acceptable.

For **off-road vehicles manufactured outside of the U.S., e.g. China**, if the **MCO or MSO has been released by a distributor** rather than a manufacturer, and the MCO or MSO may be missing some of the descriptive information but at least shows the VIN, it can be accepted if accompanied by an indemnifying affidavit and a VIN inspection that identifies the year, make, model and body type.

What if an MCO from China only has a stamp with no signature?

With **Chinese manufacturers, stamps** are often used in lieu of signatures on the MCO. Only a few individuals with authority are entrusted with the company stamp. If a document is stamped, it is relied upon as being officially authorized more so than a signed document. Therefore, the manufacturer’s stamp in the signature area of the MCO is accepted as evidence that the MCO has been executed by the manufacturer, provided that it is verified that the stamp is that of the company’s. For verification, an indemnifying affidavit should be submitted which states that the stamp used is the specific manufacturer’s stamp.

If an off-road vehicle was purchased new in Washington, are there additional MCO requirements?

Yes, if the vehicle is an **off-road vehicle purchased new in Washington**, also require that the MCO include *an indication that the vehicle was not manufactured for road use*, since this is a requirement of Washington.

What if a vehicle sold in Washington does not meet the MCO requirements discussed above?

If an MCO does not meet any of the requirements of Idaho or Washington law, the customer will need to go back to the dealer to have the MCO properly completed. An exception would be if the MCO does not include an indication that an off-road vehicle (e.g. Chinese off-road motorcycle) was not manufactured for highway use, in which case the customer could include a statement in his documentation that “I understand the bike was manufactured for off-road use, only.” The statement may be on the indemnifying affidavit or on a separate piece of paper, provided that the vehicle description is included.

2.23 MECHANICS' POSSESSORY LIENS

What is a possessory or mechanic's lien?

Any party who tows, repairs, or supplies parts or storage for a vehicle has a lien against it for unpaid bills so long as the vehicle remains in their possession. This party is referred to as the possessory lienholder.

What can the possessory lienholder do if the individual refuses to pay the bill?

A possessory lienholder may conduct a lien sale under either of two lien sale procedures, but only if the prerequisites have been met.

What are the prerequisites of the two lien sale procedures and how do they differ from each other?

Both procedures require that the:

- Possessory lienholder has obtained the vehicle legally.
- Possessory lienholder still has possession of the vehicle.
- Charges remain unpaid.
- Vehicle is **not an abandoned vehicle**.

Procedure 1, which is based on *Idaho Code, Title 49, Chapter 17*, also exclusively requires that the possessory lienholder have an agreement (e.g., work order, tow order, etc.) that:

- Identifies the vehicle, i.e., lists the year, make, identification number, and license number.
- Lists the possessory lienholder's name.
- Lists the nature of the charges.
- Is **signed** by the owner.
- Is dated.

Procedure 2, which is based on *Idaho Code 45-805*, exclusively requires that the vehicle be stored for at least 60 days.

What if a possessory lienholder meets the prerequisites of both procedures?

The possessory lienholder may choose either procedure to dispose of the vehicle.

Is there anything that should be done before either lien sale procedure is initiated?

Before either lien sale procedure is initiated, the possessory lienholder should obtain a motor vehicle title record to determine who the owner is and if there is a recorded lienholder.

If the owner is willing to sign the title over to the possessory lienholder, no lien sale is necessary.

If there is a lienholder recorded on the title, he should be contacted in order to obtain a lien release.

If that lienholder has an active lien, it is suggested that he and the possessory lienholder negotiate for the vehicle. It is likely that a compromise will need to be made.

If there is no lien on the title, or if a lien release has been obtained, what are the procedures for selling the

Under Procedure 1:

- The possessory lienholder sends ITD an application for authorization to conduct a lien sale and a \$10 fee.

vehicle?

- ITD sends notice of the application to registered and legal owners of record and any other interested party listed on the application, along with a blank declaration of opposition form.
- If a declaration of opposition is received within 10 days of the mailing, the possessory lienholder is notified that he must obtain a court judgment or a release from the registered and legal owners before he can proceed with a lien sale.

If no declaration of opposition is received within 10 days of the mailing, ITD sends the possessory lienholder authorization to conduct a lien sale.

- The possessory lienholder sets a sale date and gives 20 days' notice of the sale to registered and legal owners by certified mail.
- The possessory lienholder then provides 10 days' notice of sale by placing a legal advertisement in a local newspaper of general circulation in the county in which the vehicle is located.
- The vehicle must be made available for public inspection at least one hour prior to the sale in a location that is easily accessible to the public.
- The vehicle is then sold in any commercially reasonable manner, but sealed bids are prohibited.

Under Procedure 2:

- Ten days in advance, the possessory lienholder gives notice of sale by placing a legal advertisement in a newspaper of general circulation where the vehicle is located or, if there is no newspaper published in the county, by public posting in the three most public places in the county. The newspaper advertisement must appear twice, seven days apart, with the first advertisement appearing at least ten days in advance of the sale.
- The possessory lienholder gives 10 days' notice of auction to registered and legal owners by certified mail.
- The vehicle may be sold in any commercially reasonable manner.

What documents are necessary to obtain title for a vehicle purchased at a lien sale?

This depends on which procedure was used. The document requirements for Procedure 1 are:

- A title application.
- A report of Lien Sale and Bill of Sale (ITD 3755).
- An Affidavit of Publication or a complete tear sheet from the newspaper that published the sale notice.
- A copy of the notice of sale and certified mail receipts documenting that all registered and legal owners were notified.
- A copy of the Authorization to Conduct a Lien Sale (ITD 3753).
- A lien release from any lienholder recorded on the previous title.

-
- An Indemnifying Affidavit (ITD 3410).
 - A VIN inspection.

The document requirements for Procedure 2 are:

- An application for title.
- A bill of sale stating that the vehicle was sold under the authority of *Idaho Code 45-805*.
- A copy of the notice of sale and certified mail receipts documenting that registered and legal owners were notified.
- An Affidavit of Publication or complete tear sheets for both advertisements from the newspaper that published the sale notice or, if there is no newspaper in the county, a statement to this effect; an Affidavit of Public Posting; and a copy of the posting.
- A lien release from any lienholder recorded on the title record.
- An Indemnifying Affidavit (ITD 3410).
- A VIN inspection.

What information is required to be listed in the notice of sale?

The vehicle description (i.e., year, make, VIN, and license number).

The date, time, and place of the sale.

What is an Affidavit of Public Posting?

An Affidavit of Public Posting is a sworn statement from the person who posted the notice that indicates the three public places that were posted and the dates the postings occurred. A copy of the posting should accompany the affidavit.

Is there any way of extinguishing a lien on the title record without having to obtain a lien release from the lienholder?

Yes. If the possessory lienholder notified the titled lienholder at least three days prior to performing the service and did not receive notice from the titled lienholder objecting to the service, the lien may be extinguished through either lien sale procedure. In lieu of the lien release, the title applicant must submit a copy of the notice of intent to repair and certified mail receipts documenting the notice was mailed to the titled lienholder.

In the event that a notice of lien was not sent at least three days before services were rendered, if the lien was recorded at least 10 years ago, a clear conditional title may be issued through the lien sale process. The title would be issued with the brand “Issued on Statement of Applicant” with an expiration date three years from the issue date. If, after the expiration date has passed, no ownership claims disputing the issuance of the title have been filed, the owner may submit the title to have the brand removed.

This conditional title provision does not apply to manufactured homes and motor homes, for which contracts can extend beyond 10 years. Also, this procedure should not be used if there is an active lienholder who is still owed money. If a clear conditional title is issued and the recorded lienholder protests, we will cancel the title and reissue it with the lien.

Is there any way of extinguishing a lien?

In the event that a notice of lien was not sent at least three days before services were rendered, if the lien was recorded at least 10 years ago, a clear conditional title may be issued through the lien sale process. The title would be issued with the brand “Issued on Statement of Applicant” with an expiration date three years from the issue date. If, after the expiration date has passed, no ownership

claims disputing the issuance of the title have been filed, the owner may submit the title to have the brand removed.

This conditional title provision does not apply to manufactured homes and motor homes, for which contracts can extend beyond 10 years. Also, this procedure should not be used if there is an active lienholder who is still owed money. If a clear conditional title is issued and the record lienholder protests, we will cancel the title and reissue it with the lien.

May towing companies use these lien sale procedures to dispose of towed vehicles that are unclaimed?

If the vehicles were **not** towed as abandoned or impounded vehicles, the towing company may dispose of unclaimed towed vehicles if the procedure prerequisites mentioned earlier are met.

Who should dispose of unclaimed vehicles that were towed as an impound or as abandoned?

Generally, it is the law enforcement agency that directed the tow.

If a vehicle was towed after it had been in an accident or the driver had been arrested, and the vehicle remained unclaimed, may the towing firm sell it under either of the lien sale procedures?

Generally, lien sale Procedure 1 may not be used for a vehicle obtained in this manner because there is no tow order signed by the owner.

Lien sale Procedure 2 **may** be used, but only if law enforcement classified this vehicle as a "courtesy tow" rather than as an impounded vehicle or an abandoned vehicle.

What is a "courtesy tow"?

A courtesy tow is the term used when a law enforcement officer calls for a tow on behalf of the owner because the owner was not able to place the call himself. The officer acts for the owner in placing the call, as opposed to directing the tow under the authority of abandoned vehicle or impound laws.

May a vehicle be classified as a courtesy tow if the owner didn't verbally consent to the tow because he was unconscious or intoxicated and he actually objected to the tow?

Yes, the tow may still be considered a courtesy tow because it can be deemed that the customer provided "implied consent." It can be implied that the owner, if conscious and sober, would have wanted the vehicle removed to a place of safekeeping.

May a title application be processed for a lien sale that occurred in another state?

Situations will be considered on a case-by-case basis. Generally, if it can be demonstrated that lien sale requirements were satisfied either for Idaho or for the state in which the sale took place, an application can be processed. If you cannot determine this, call ITD.

Can a repair, storage or towing firm who has a possessory lien on a vehicle apply for a title under the 10-year procedure or the bonded title procedure?

No.

2.24 MILITARY (PERSONAL VEHICLES USED ABROAD)

How does a member of the U.S. armed services title a vehicle that has been used abroad?

That depends on the vehicle. If the vehicle was manufactured for use abroad, then it should be treated as a grey market vehicle (contact ITD for requirements). If the vehicle was manufactured for use in the United States, then the owner may apply for a title by submitting the following documents:

- A title application.
- The military registration in the applicant's name (Form AE89, AE Form 190, or AF Form 430).
- The previous title, MCO or MSO if they exist. If no title, MCO or MSO exists, the applicant must complete an Indemnifying affidavit stating this fact.
- Foreign registration if one was issued.
- Releases of interest from any nonresident intermediate owners. (Intermediate owners who are Idaho residents must title in their name first.)
- A Vehicle or Hull Identification Number Inspection Certification.

If the military registration was lost and the applicant has a foreign registration, title, MCO or MSO, the applicant may state the loss on an indemnifying affidavit.

How can it be determined if there is a lien on a vehicle with a military registration?

Section 8 on the military registration, which has the heading "Lien/Pfandrecht," is the area to examine. If a "yes" or "Y" appears there, a lien release must accompany the title or the lien must be recorded on the title application form.

2.25 MOPEDS

What is a moped?

Moped means a limited-speed, motor-driven cycle having both motorized and pedal propulsion that is not capable of propelling the vehicle at a speed in excess of 30 miles per hour on level ground, whether two or three wheels are in contact with the ground during operation. If an internal combustion engine is used, the displacement shall not exceed 50 cubic centimeters and the moped shall have a power drive system that functions directly or automatically without clutching or shifting by the operator after the drive system is engaged.

Vehicles with two or three wheels and no pedals are also considered to be mopeds if they are powered solely by electrical energy, have an automatic transmission and an electric motor producing less than two gross brake HP, provided they have a maximum speed of less than 30 miles per hour on level ground, and as originally manufactured, they meet federal motor vehicle safety standards for motor driven cycles.

Where can mopeds be operated?

Mopeds meeting the definition above cannot be titled and registered. They may be operated on private property. Owners should consult with their local law enforcement agencies to see if they may be able to operate their mopeds on any local roadways.

Are mopeds titled?

That depends on the engine size of the moped. If the moped is 50 cc's or less, and meets the definition above, it cannot be titled and anyone holding an existing Idaho title should be encouraged to submit the title to ITD for cancellation. Larger mopeds of greater than 50 cc's, technically do not meet the code definition of a moped. They are considered to be motorcycles and must be titled.

2.26 MOTOR HOMES

What is a motor home?

A self-propelled vehicle designed to provide temporary living quarters. The living quarters must be a permanently attached part of the vehicle. Motor homes must also have at least four of the following life-support systems:

- Cooking facilities.
- Refrigerator or icebox.
- Self-contained toilet.
- Heating and/or air conditioning.
- Drinking water supply system.
- Separate LP-gas supply and/or 110-125 volt electrical power supply.

How is a motor home titled?

The applicant may apply with the following documents:

1. MSOs and MCOs: When titling a new motor home for the first time, the applicant must submit an MSO or MCO for both the chassis and the coach. If the chassis and coach were produced by one manufacturer and only one MSO or MCO was issued, or if the second stage manufacturer does not issue an MCO or MSO, then the application must be accompanied by a letter from the manufacturer explaining that fact. Verified two-stage vehicle makes with one MCO/MSO are Bluebird, Foretravel, and Vogue.
2. VIN Inspection: If the motor home is new or has an out-of-state title, a VIN inspection must be completed. The chassis or frame VIN must always be entered on the title application as the primary or first VIN. The coach VIN **may** also be entered and if it is, it will always be the second VIN. Title applications will no longer be rejected to collect the coach VIN. If the previous title (i.e., some CA titles) shows **only** the coach VIN, then both VINS must be entered on the VIN inspection form.

For descriptive purposes, the motor home type should be listed on the title application. In the description field, indicate if the motor home is Type A, Type B or Type C (see Exhibit 2-23 at the end of this section for examples).

Type A: A raw chassis upon which is built a driver's compartment and an entire body that provides temporary living quarters. (Driver's compartment able to be entered from living quarters.)

Type B: A complete van-type vehicle that has been altered to provide temporary living quarters.

Type C: An incomplete vehicle upon which is permanently attached a body designed to provide temporary living quarters. (Cab is separate from living quarters.)

How is the year of a motor home determined?

The model year of a motor home is determined by the year indicated on the Manufacturer's Certificate of Origin (MCO) for the coach. It is almost always one year newer than the model year of the chassis.

How is the make of a motor home determined?

By the make of the coach.

Which VIN is the primary and which is the secondary?

The primary or first VIN is the chassis VIN.

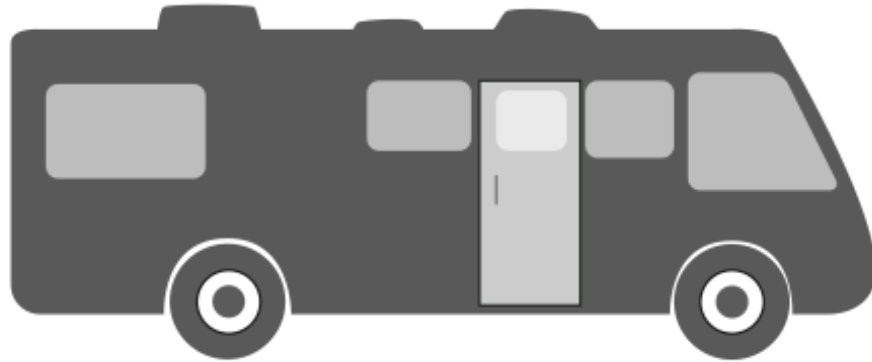
The secondary or second VIN is the coach VIN.

How is a bus that has been converted to a motor home titled?

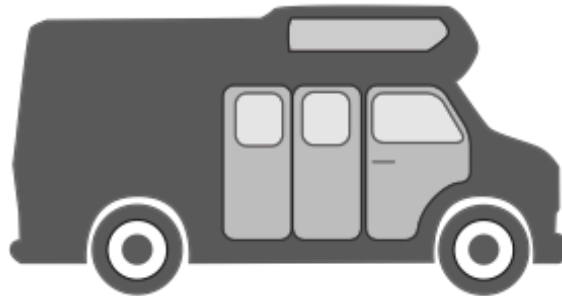
For a bus that has been converted to a motor home, it is required to have the title to the bus and receipts for the materials used in the conversion. Use body type "MH" and model "TK", and enter "MH CONV" for description. Refer the vehicle to a Motor Vehicle Investigator only if the VIN appears to have been removed or you cannot find the VIN.

Exhibit 2-23

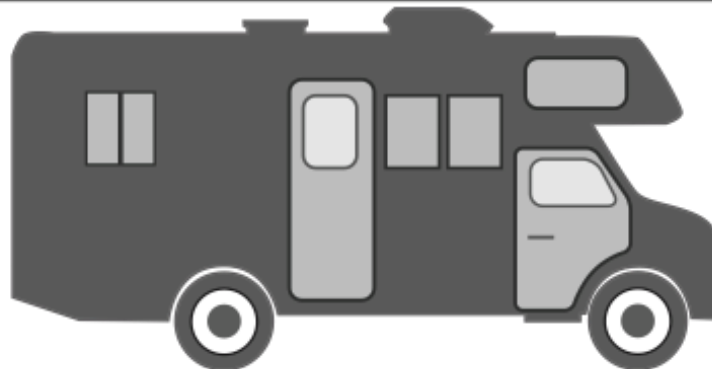
MOTOR HOME TYPES



TYPE 'A'



TYPE 'B'



TYPE 'C'

2.27 MOTOR VEHICLE INVESTIGATORS

What is a motor vehicle investigator?

There are eight Motor Vehicle Investigators stationed statewide. They serve as the primary field contacts for dealers, licensing agents, local law enforcement agencies, and the public. Major functions performed by the investigators are:

- completing vehicle inspections
- reviewing documents in special titling circumstances
- making recommendations for the titling process
- responding to consumer complaints
- deterring sales by unlicensed dealers
- helping dealers understand and comply with dealer requirements.

When should a motor vehicle investigator be contacted to help with a title problem?

When titling a:

- Specially constructed vehicle or vessel.
- Grey market vehicle.
- Glider kit.
- Replica/Reconstructed. (Kit) vehicle.
- Log jammer or log loader.
- Vehicle with a cab change.
- A 2000 or newer boat coming from a non-titling state with no documentation.

When there is no MSO or MCO for an off-road vehicle less than 10 years old that has never been titled, and the vehicle has always been in Idaho, or came from a titling state.

When a VIN reassignment is necessary.

When there is a sequential VIN error (last six digits of VIN) or a discrepancy that cannot be resolved by Vehicle Services.

When VINs have been altered.

When title fraud involving a dealer has occurred.

When dealing with any unusual title problem that cannot be resolved by talking on the phone with someone in Vehicle Services in Boise.

When dealers have not submitted title work within the required time period.

When odometer fraud is suspected in a transaction involving a dealer. When a dealership failure has occurred and there is no flooring agent.

When a VIN cannot be located.

What fees are charged for the services of a motor vehicle investigator?

VIN Affidavit of Inspection	\$ 5
ITD Motor Vehicle Investigator Report	\$25
Assigned VIN	\$18

Can we accept documents from an out-of-state special investigator?

No.

*Who is the investigator for
our area? How can they be
contacted?*

PAT HENDERSON, DISTRICT 1.....(208) 772-1261
Fax (208) 772-8023
Benewah, Boundary, Bonner, Kootenai, Shoshone Counties

Office Hours: Closed Monday, by appointment 6:30am-5:00pm PST

Office: Idaho Transportation Department
& Mail: 600 West Prairie Avenue
Coeur d'Alene, ID 83815-8764

E-Mail: pat.henderson@itd.idaho.gov

RANDY SQUIRES, DISTRICT 2.....(208) 799-4289
Fax (208) 799-4214
Clearwater, Idaho, Latah, Lewis, Nez Perce Counties

Office Hours: Closed Friday, by appointment 7:00am - 5:30pm PST

Office: Idaho Transportation Department
2600 Frontage Rd.
Lewiston, ID 83501

Mail: PO Box 837
Lewiston, ID 83501-0837

E-Mail: randy.squires@itd.idaho.gov

KRIS BRANNER, DISTRICT 3A(208) 454-7661
Fax (208) 454-7662
Caldwell ;
Canyon, Gem, Owyhee, Payette, Washington Counties

Office Hours: By appointment, 8:00am – 5:00pm

Office: Middleton Rest Area
15430 Hwy 44 - I-84, Exit 25
Caldwell, ID 83605

Mail: Idaho Transportation Department
PO Box 7129
Boise, ID 83707-1129

E-Mail: kris.branner@itd.idaho.gov

RICK OUELLETTE, DISTRICT 3B(208) 334-8715
Fax (208) 334-4453

Nampa, Star, Eagle, Horseshoe Bend;
Adams, Valley Counties

Office Hours: Closed Monday, by appointment 7:00am – 6:00pm

Office: Idaho Transportation Department
3311 West State Street
Boise, ID 83703

Mail: PO Box 7129
Boise, ID 83707-1129

E-Mail: rick.ouellette@itd.idaho.gov

ADRIAN LINDSAY, DISTRICT 3C(208) 334-8750
Fax (208) 287-3861

Garden City, Downtown Boise, South Boise, Meridian, Kuna;
Elmore, East Owyhee Counties

Office Hours: Closed Friday, by appointment 7:00am – 6:00pm

Office: Idaho Transportation Department
3311 West State Street
Boise, ID 83703

Mail: PO Box 7129
Boise, ID 83707-1129

E-Mail: adrian.lindsay@itd.idaho.gov

TERRY GAFFNEY, DISTRICT 3E(208) 334-8686
Fax (208) 332-4175

North of I-84 Boise, Idaho City

Office Hours: By appointment 8:30am – 5:00pm

Office: Idaho Transportation Department
3311 West State Street
Boise, ID 83703

Mail: PO Box 7129
Boise, ID 83707-1129

E-Mail:

JANET SAMMIS, DISTRICT 4(208) 544-7911
Fax (208) 736-3086

Blaine, Camas, Cassia, Gooding, Jerome, Lincoln, Minidoka, Twin Falls Counties

Office Hours: Closed Friday, by appointment 7:00am – 5:30pm

Office: Idaho Transportation Department
626 Eastland Drive, Suite A
Twin Falls, ID 83301

Mail: PO Box FF
Twin Falls, ID 83303-0030

E-Mail: janet.sammis@itd.idaho.gov

STEVE ALLEN, DISTRICT 5.....(208) 236-6052
Fax (208) 236-6053

Bannock, Bear Lake, Bingham, Caribou, Franklin, Oneida, Power Counties
Office Hours: Closed Friday, by appointment 7:00am – 5:30pm

Office: Idaho Transportation Department
5205 S.5th Avenue
Pocatello, ID 83205

Mail: PO Box 4700
Pocatello, ID 83205-4700

E-Mail: steve.allen@itd.idaho.gov

THEA WILCOX, DISTRICT 6(208) 525-7109
Fax (208) 525-7110

Bonneville, Butte, Clark, Custer, Fremont, Jefferson, Lemhi, Madison, Teton Counties
Office Hours: Monday through Thursday 7:00am - 5:30pm, closed Friday

Office: Idaho Transportation Department
1540 Foote Drive
Idaho Falls, ID 83401

Mail: PO Box 51478
Idaho Falls, ID 83405-1478

E-Mail: thea.wilcox@itd.idaho.gov

2.28 NAME ADDITIONS/DELETIONS AND SIGNATURES

What must be done to add a name or delete a name from an issued title?

An individual to whom the title was issued should:

1. Sign the release line.
2. In the purchaser's section, enter the name(s) to be shown on the new title.
3. Sign the purchaser signature line.

No application needs to be completed in this case.

AND

At least one name must remain the same, as it shows on the issued title.

What if a buyer's name is put on a title and then the sale of the vehicle falls through?

If a title was issued recording a lien and the same lien will be maintained on the new title, indicate "same lien" on the lien release line and enter the lienholder's complete name and address in the new lienholder section on the back of the title. With this procedure, the original recorded date and time will be retained.

When a prospective buyer lists his name and address as a purchaser on the certificate of title application and then backs out of the deal, the error is corrected in the following manner:

- Line out the prospective buyer's name and address
- Submit an indemnifying affidavit from the seller and/or buyer stating that the deal fell through between these two parties.

How should the owner of a vehicle sign their name when releasing a title?

The owner should sign their name exactly as it is printed on the title (with the first name first). Some alternative forms of a signature are acceptable, but others must be accompanied by a "one-and-the-same" statement, i.e., a signed statement certifying that the person who signed is the same person as the owner named on the face of the title.

The following chart gives guidelines for deciding when a one-and-the-same or doing-business-as statement is required.

2.29 ONE-AND-THE-SAME STATEMENT

NOT REQUIRED

The title is issued to James E. Johnson and the seller's release line has the signature of:

James Johnson
James Earl Johnson
Jim Earl Johnson
Jim E. Johnson
Jim Johnson
J. E. Johnson
J. Earl Johnson
J. Johnson

REQUIRED

The title is issued to James E. Johnson and the seller's release line has the signature of:

Earl Johnson
E. Johnson
James E. Johnson Jr.
James E. Johnson Sr.

The title is issued to James Earl Johnson and the seller's release line has the signature of:

James E. Johnson
Jim E. Johnson
Jim Earl Johnson
J. E. Johnson
J. Earl Johnson
J. Johnson
Jim Johnson
James Johnson

The title is issued to James Earl Johnson and the seller's release line has the signature of:

E. Johnson
James Earl Johnson Jr.
James Earl Johnson Sr.

2.29.01 ONE-AND-THE-SAME OR DOING-BUSINESS-AS STATEMENT

NOT REQUIRED

The title, MSO or MCO is issued in the name of Lakeland Auto Sales and that company uses one of the following names on the seller's release line:

Lakeland A/S
Lakeland Auto
Lakeland Auto Sales, Inc.
Lakeland

REQUIRED

The title, MCO or MSO is issued in the name of Lakeland Auto Sales and that company uses one of the following names on the seller's release line:

Lakeland, Inc.
Lakeland Motors
Lakeland Chevrolet
Lakeland Sales and Service
Lakeland Leasing
Lakeland Truck Sales

The examples above are based on the assumption that the two names represent the same party.

What is a one-and-the same statement?

This is a statement declaring that two name variations represent the same party.

From whom is a one-and-the same statement acceptable?

It is preferable that the statement be signed by the party represented, but statements from other parties who may be able to attest to this statement (such as county deputy assessors, dealer or financial agency personnel, or even the title applicant) would be acceptable.

What constitutes a proper signature for a business?

The company name must be listed and the signature of an authorized representative must appear with this name. For example:

ABC Products by *Thomas Smith*

How should someone sign when executing a power of attorney?

When the attorney-in-fact (party appointed) is an individual, that person should sign the grantor's name by his name by POA. For example, if Bill Johnson appoints Phil Johnson as his attorney-in-fact, Phil should sign:

Bill Johnson by *Phil Johnson*, POA

If the attorney-in-fact is a business and someone from that business is executing the power of attorney, he should sign the grantor's name by the business name, and then sign his name by POA. For example, if Bill Johnson appoints ABC Motors as his attorney-in-fact, and Ed Green is authorized to sign for ABC Motors, the power of attorney

should be executed as follows:

Bill Johnson by ABC Motors by Ed Green, POA

How should someone sign when acting as a personal representative?

When a personal representative is signing for the deceased, he should sign the deceased's name by his name by P.R. For example, if Ed Green is appointed personal representative for David Summers, he should sign:

David Summers by Ed Green, P.R.

Are special documents needed when a person releasing a title prints their name?

No. But applicants should be encouraged to sign their names unless printing is their normal style of acknowledgment.

Can social or professional status indicators be included as part of an individual's name on a title?

No.

Examples of unacceptable prefixes are Mrs., Ms., Dr., and Rev.

Examples of unacceptable suffixes are PhD., M.D., B.S., and D.V.M.

Is it acceptable to use social or professional status indicators as part of a business name on a title?

Yes. An example of this is when a medical doctor has formed a professional association such as John Doe, M.D., P.A.

Can an individual owner use alias names or nicknames on a title?

No. Only full legal names are allowed on titles.

If multiple parties are shown on a title or title application, who must sign to release interest or to apply for title?

This depends on what conjunction(s) appear(s) between the names.

The following examples illustrate what signatures are required:

DOE, JOHN OR (EITHER may sign)
DOE, JANE W.
MAILING ADDRESS
CITY, STATE, ZIP CODE

DOE, JOHN AND (BOTH must sign)
DOE, JANE W.

DOE, JOHN OR (EITHER may sign)
DOE, JANE W. WROS*

DOE, JOHN (EITHER may sign)
DOE, JANE W. JTWROS**

DOE, JOHN OR (JOHN may sign alone)
DOE, JANE AND (If JANE or BILL sign,
SMITH, BILL BOTH must sign)

DOE, JOHN AND (JOHN must sign AND
DOE, JANE OR either JUNE or BILL

SMITH, BILL

must also sign)

GEORGE JONES
dba GEORGE'S LUMBER

(Only GEORGE can
sign **with or without**
the business name)

AGNES DOE LIFE ESTATE
DOE, JOHN OR
DOE, MARY

(AGNES and either
JOHN or MARY must
sign the application)
(For release, see "Life Estates")

ABC FOREST PRODUCTS
MAILING ADDRESS
CITY, STATE, ZIP CODE

(AUTHORIZED
REPRESENTATIVE
may sign)

*With Rights of Survivorship

**Joint Tenancy With Rights of Survivorship

*When a title has a party listed
as an owner with no lienholder
recorded, can a signature for
the owner on the lienholder's
release line be accepted as a
release?*

Yes.

*Who may sign the release line
on a title for a leased vehicle?*

Only the lessor.

Either the lessor or the lessee may sign the application.

2.30 ODOMETERS

What is an odometer?

An odometer is the device on a motor vehicle that displays the distance that a vehicle has traveled.

In terms of odometer activity, what is illegal?

To advertise for sale, to sell, to use, to install, or to have installed any device that causes an odometer to register an inaccurate mileage (15 U.S.C. (United States Code), 1983).

To disconnect an odometer (15 U.S.C., 1984).

To reset or alter the odometer of any motor vehicle with intent to change the mileage (15 U.S.C., 1984).

To drive, with fraudulent intent, a motor vehicle with a disconnected or nonfunctional odometer (15 U.S.C., 1985).

To conspire with any other person to violate the provisions of the act (15 U.S.C., 1986).

To fail to issue a disclosure statement or to issue a false statement (15 U.S.C., 1988).

To fail to receive a complete mileage disclosure statement if a dealer or distributor (15 U.S.C., 1988).

What is an odometer disclosure statement?

It is a declaration the transferor (seller) makes to the transferee (buyer) stating how many miles the vehicle has been driven.

When is an odometer disclosure statement required?

An odometer reading is required whenever a transfer has occurred, with the exception of vehicles ten or more model years old, vehicles over 16,000 pounds gross vehicle weight, vehicles that are not self-propelled, and new vehicles (with MCO) sold dealer to dealer.

What if a vehicle is 10 or more years old but the customer wants the mileage shown on the title?

Readings for vehicles exempt due to age can be captured in certain situations. Particularly, it is encouraged that “actual” readings be captured for vehicles that have a title that was issued with an “actual” reading, and the application is coming in with an actual reading as either disclosed by the seller or picked up at the county. This will help combat odometer rollback which is a significant issue with exempt vehicles which are easy targets when there is no reading on the title.

If the existing title was issued with an odometer reading and status of “0” and “exempt”, the new title cannot be issued carrying an odometer reading with an “actual” status unless disclosures are submitted from every owner who has had the vehicle since the last title was issued with an actual reading, including dealers. For example, if records show that Owner A’s title has an “actual” reading but Owner B’s and Owner C’s titles were issued as “exempt”, if Owner D wants an “actual” reading on his title, in addition to providing a disclosure from Owner C or having the county pick up the current reading from an inspection, he will also need to get “actual” disclosures from Owners A and B. (In some cases, the owner may be able to

purchase copies of backpapers from the DMV in the state(s) where the vehicle was titled during this time that contain prior seller disclosures.)

If the prior title was issued with an “exempt” status and the applicant is unable to provide “actual” disclosures from everyone who owned the vehicle since the last “actual” reading was captured on a title, the odometer should be entered with a zero value and “exempt” status. A reading for these age-exempt vehicles should not be entered as “not actual”, as it provides no benefit and can cause a problem for owners since the National Motor Vehicle Title Information System (NMVTIS) considers “not actual” to be a brand.

Some newer, off-highway vehicles – ATVs, UTVs, and motorbikes - have been manufactured with odometers rather than trip meters. If a new off-highway vehicle with an MCO or MSO has an odometer device, the reading should be captured. Care must be taken to ensure the vehicle has an odometer device rather than a trip meter. (The odometer will indicate “miles” or “kilometers” while a trip meter simply records hours.)

For used off-highway vehicles with an odometer device, the reading should be captured if the vehicle is less than 10 years old or otherwise, if the prior title has an “actual” reading. If the prior title has a “0 – exempt” status, but the vehicle is less than 10 years old, the odometer reading should be captured with a “not actual” designation unless there are disclosures included from every seller from the time the vehicle sold new until the present. If the prior title has a “0 – exempt” status, and the vehicle is at least 10 years old, the “0 – exempt” reading and status should be carried forward.

Where should the disclosure be made?

If the title conforms to National Highway Traffic Safety Administration (NHTSA) standards, the odometer disclosure must appear on the title.

What requirements must a title meet to conform to NHTSA standards?

A conforming title should have the following:

- Space for the transferor's signature, printed name, and current address.
- Space for the transferee's signature, printed name, and current address.
- Space for the odometer reading and a certification that the reading reflects actual mileage, mileage in excess of mechanical limits, or not the actual mileage (includes odometer discrepancy warning).
- Space for date of transfer.
- A reference to the federal law and a statement that failure to complete or providing false information may result in fines and/or imprisonment.

An odometer disclosure statement, required when the title is nonconforming, must meet the same requirements.
--

Must all spaces be completed for a proper odometer disclosure?

Yes. Additionally, when a vehicle is titled in a company name, both the printed name of the company and the individual certifying the odometer reading are required in the transferor section on the odometer disclosure statement.

When a vehicle is to be titled in a company name, both the printed name of the company and the individual acknowledging the odometer reading are required in the transferee section on the odometer disclosure.

May someone sign an odometer disclosure statement as both the transferor/seller and transferee/buyer (i.e., one signature by power of attorney) in the same transaction?

Generally, no. Under certain circumstances, when a secure power of attorney may be used, the same person may sign as the transferor and transferee, but only under these limited circumstances.

What is a secure power of attorney?

This is a special power of attorney form for odometer disclosure purposes that has been printed on secure paper by a secure process. Only such forms designed by ITD or another state agency are acceptable.

When may a secure power of attorney be used?

Only when:

- The title has been lost.
- The title is being held by a lienholder.

For example, a person trading a vehicle into a dealer may grant power of attorney to the dealer by completing Section A of the form, if he is in one of these two situations. In this transaction, the person trading in the vehicle is the transferor, while the dealer is the transferee. When the dealer receives the title, he may execute the power of attorney on the title for the transferor and then sign again as the transferee.

If the dealer retails the vehicle before receiving the title, he may have his customer sign Section B of the power of attorney form, authorizing him to review the title documents when they are received and acknowledge the dealer's disclosure on the title.

Part C of the form is completed by the dealer as a certification that he reviewed the title and there were no mileage discrepancies.

Must a dealer's customer always sign Part B of the secure power of attorney form if the title has not yet been received?

No. The purchaser may choose to return to sign the disclosure on the title rather than grant the dealer power of attorney in part B. If he does so, the dealer must, upon his customer's request, show him a copy of the power of attorney he received from his transferor (the person who sold the vehicle to the dealer).

Also, if the dealer was granted power of attorney by the registered owner who traded in the vehicle, and the dealer titles the vehicle in his name, he must show his customer, upon request, a copy of the previous owner's title and the power of attorney form.

How should the four parts of the secure power of attorney form be

The **original** is attached to the certificate of title when obtained. It must remain with the title when the dealer files a title application for

distributed?

the buyer. The **secure copy** (copy printed on secure paper) is filed with ITD by the dealer who is exercising the seller's power of attorney when the vehicle is either sold wholesale or is retailed to a customer who is not an Idaho resident. A copy of the title (front and back) must be attached. A **second copy** is retained by the dealer for a period of five years. A **third copy** is given to the seller who completed the power of attorney in Part A. If the vehicle is either sold wholesale or is retailed to a customer who is not an Idaho resident, return a secure copy of the power of attorney with a copy of the vehicle title (front and back) to:

Vehicle Services
Idaho Transportation Department
PO Box 7129
Boise, ID 83707-1129

If the dealer buys or accepts a vehicle on trade-in, receives an Idaho POA to disclose the odometer reading, and then wholesales the vehicle to another dealer, may he pass the POA to the new dealer to use when retailing the vehicle?

Yes, but the first POA "copy" on secure paper must be returned to ITD with a copy of the title front and back.

May secure power of attorney forms be used for transfer of ownership purposes?

Though ITD's 3-89 printing of this form does not incorporate language relating to the transfer of ownership, the 2-91 and 3-93 revisions do. ITD will recognize all of these documents if it is executed as a release for the transferor. If the vehicle is to be transferred to another state, check with that state to see if the 3-89 version is acceptable there.

What is a secure reassignment/disclosure form?

This is a form that must be used with all conforming titles that have no further space for dealer reassignments and odometer disclosures. It may also be used with nonconforming titles, regardless of whether or not all dealer reassignment areas have been completed by previous dealers.

Do special odometer requirements exist for lease vehicles?

Yes. Before a lease vehicle is transferred, the lessor must notify the lessee that the lessee must provide the lessor with an odometer disclosure statement. The notice must refer to federal law and state that failure to complete or providing false information may result in fines and/or imprisonment.

If the lessor transfers a vehicle without having possession, he may indicate the odometer reading on the title, as disclosed by the lessee, unless he believes the disclosure by the lessee does not reflect the actual mileage.

In the case of a lease purchase, if the lessee exercises the purchase option and immediately resells it, there should be two disclosure statements: One from the lessor to the lessee and one from the lessee to his purchaser.

How long must odometer disclosure records be retained?

Dealers and distributors shall retain for five years a photocopy or fax copy of any odometer disclosure statements they issue or receive. Dealers shall retain all odometer disclosure statements at their primary place of business in an order that is appropriate to business requirements and permits systematic retrieval. This includes a copy of the title, front and back, when a disclosure is made on this document

and powers of attorney forms granted to them by their transferors/sellers for the purpose of declaring an odometer reading.

Financial agencies should comply with dealer or distributor requirements if they meet the federal definitions. These are as follows:

- The term "dealer" means any person who has sold five or more motor vehicles in the past 12 months to purchasers who in good faith purchase such vehicles for purposes other than resale.
- The term "distributor" means any person who has sold five or more vehicles in the past 12 months for resale.

Lessors shall retain odometer disclosure statements received from lessees for five years following the date they transfer ownership of the leased vehicle at their place of business.

Auto auction companies shall retain records of:

- The most recent owner (other than the auction company).
- The name of the buyer.
- The vehicle identification number.
- The odometer reading on the date the auction company took possession of the vehicle.

These records must be kept for five years following the date of sale of each vehicle.

What is mileage?

It is the actual distance a vehicle has traveled.

What if the odometer shows kilometers?

Enter the numbers shown on the odometer whether in kilometers or miles. Do not convert to miles.

Is a disclosure required on an RV (Recreational Vehicle)?

If the RV is motorized and 16,000 pounds GVW or less, an odometer disclosure statement must be completed. It is not required if the RV does not have a motor or if it is over 16,000 pounds.

If this is 2010 and the vehicle is a 2001 model, is an odometer disclosure statement necessary?

Yes. To determine the 10 year old vehicle for exemption purposes, subtract the vehicle model year from the current year.

For example: 2010
 - 2001
 9 years

Do dealer-to-dealer transactions need odometer disclosure statements?

Not on new vehicles that have never been retailed. On all used vehicles, dealer-to-dealer transactions must include a disclosure, which is located on the back of the new conforming Certificate of Title. If this space is full, a secure reassignment form/rider is required to continue the transfers between dealers. If the title document does not contain dealer reassignment space or disclosure language, a separate odometer disclosure form must accompany the title application.

Must a dealer complete an odometer disclosure statement when retailing a new vehicle for the first time?

Yes. This is the first disclosure requirement on a new vehicle sale.

<i>Can an employee of a dealership be given power of attorney to avoid the requirement that the transferee and transferor cannot be one in the same when certifying the odometer reading?</i>	No. All employees of dealerships are considered to be representatives of the dealer. Thus, regardless of the signing agent, the dealership is considered to be "the same person."
<i>Do odometer disclosure requirements apply to salvage vehicles?</i>	Yes.
<i>Are motorcycles exempt from odometer disclosure requirements?</i>	No. Motorcycles are included in the definition of motor vehicle.
<i>What if you do not know for certain if the odometer reflects "actual" miles?</i>	The odometer disclosure is made "to the best of your knowledge."
<i>What if the vehicle does not have an odometer?</i>	Enter "no device" in the odometer reading space.
<i>What if an emission service flag covers the odometer?</i>	Advise the seller to have the vehicle serviced so the flag can be removed or enter the numbers that can be read and use a "not actual" designator.
<i>What if the odometer has been repaired?</i>	A notice stating that the odometer has been repaired must be attached to the sticker post of the driver's door. If the repaired odometer could not be reset to the true mileage, use a "not actual" designator.
<i>Is a declaration of "unknown" acceptable?</i>	No. The odometer must be read and shown on the odometer disclosure statement with an "actual," "not actual," or "is in excess of its mechanical limits."
<i>Can I use Idaho odometer forms (Reassignment or POA) with other states' conforming titles?</i>	Yes. ITD will accept Idaho forms used in conjunction with other states' conforming titles.
<i>Should an odometer reading be entered if the odometer is broken?</i>	Yes. Enter the reading shown on the odometer and indicate it as "not actual."
<i>What if the odometer only shows a five-digit number, but the actual mileage is a six-digit number?</i>	The odometer reading should be followed by the designation "in excess of mechanical limits" when the owner knows the odometer has completed its 100,000 mile cycle one or more times. The indicators "flipped" or "over 100,000" would also indicate that the reading provided is in excess of 100,000 miles. Vehicle Services is not allowed to add the "1" before the reading. Therefore, we use the "E" designation to indicate the extra miles not shown.
<i>If a new motor was installed in a vehicle, should the odometer be turned back to "0"?</i>	No. The odometer reflects the mileage a vehicle has been operated, not the engine. If the odometer was turned back for any reason, the odometer reading should be followed by the designation "not actual."
<i>How are corrections to odometer</i>	If the odometer reading shown on the title application was mistyped by ITD, the error will be corrected at no charge. If the owner now claims

readings made on Idaho titles? that the odometer reading originally given on the title application was erroneous, then a \$14 fee, an odometer disclosure statement showing the correct odometer reading, and a statement from the previous owner who originally made the erroneous statement explaining the error is required.

When is a statement of explanation required for odometer problems? A statement of explanation on an indemnifying affidavit is required when:

- No odometer reading is provided and the word "unknown" appears.
- The odometer reading given is lower than the reading shown on the previous title.
- The odometer reading or designator shown on the Idaho title is being corrected to something more desirable.

The statement on the indemnifying affidavit must provide an explanation for the reading or the lack of one. If the odometer reading is decreasing and the designator remains "actual," or if the designator is changing from either "not actual" or "in excess of mechanical limits" to "actual," the statement must be signed by the previous owner who originally declared the odometer reading and/or designator. If the vehicle was not built with an odometer, enter the words "no odometer" in the odometer section and complete a statement of explanation.

What if a title change is occurring that does not require the completion of a title application (i.e., just clearing a lien)? In this case, no odometer reading is required, since no transfer is occurring.

If an Idaho title shows a "not actual" odometer reading, can subsequent titles ever show an "actual" odometer reading? Only if a written statement is obtained from the owner who reported the first "not actual" reading, which gives an adequate explanation.

What can be done to help prevent complaints that result from the appearance of the designation "not actual" on the face of a title? The dealer who has prepared the title application should make it very clear to the applicant that this designation will appear on their title at the time they sign the title application.

Where may odometer disclosure, dealer reassignment (ITD 3584), and Secure Power of Attorney (ITD 3582) forms be obtained? Forms with NHTSA-required information may be ordered from:

Idaho Automobile Dealers Association
4980 W. State St. Suite 103
Boise, ID 83703
Phone (208) 853-4668
Fax: (208) 853-6671

OR

Idaho State Independent Automobile Dealers Association
3323 Port Street
Nampa, ID 83687
Phone (208) 463-7709 or (800) 950-8227
Fax: (208) 463-9601

2.31 OFF-ROAD VEHICLES

What is an off-road vehicle?

A vehicle manufactured for off-road use.

Must off-road vehicles be titled?

Some off-road vehicles are titled, while others are not. Utility vehicles such as Mules, Gators, Rangers, and Rhinos are titled. ATVs, motorbikes, and snowmobiles (50cc's or more) are currently titled. Miniature trucks can be titled as UTV's as long as they do not exceed the maximum width, weight and wheelbase specifications for a UTV.

UTVs, ATVs, and motorbikes may not be registered with red, white, and blue plates or any other general use specialty plate, but may receive a restricted vehicle plate. The restricted vehicle plate will allow the vehicle to be operated on any local jurisdictional road (city, county, highway district), or any roads on federal land (U.S. Forest Service, Bureau of Land Management, Department of Lands) that has not been posted with signs prohibiting such use. Vehicles with the restricted vehicle plate may not be operated on state-maintained roads (state highways, Interstate highways), and may only cross state highways at locations posted as crossings for these vehicles.

Off-road vehicles are registered by Parks and Recreation, but are limited to use in certain areas.

To be titled and registered as an ATV, a vehicle must be no wider than 50", and have a wheelbase no longer than 61", straddle seat & handlebars. Any vehicle not meeting one or more of these requirements is considered to be a utility vehicle, not an ATV.

When must ATVs, motorbikes, and snowmobiles be titled?

ATVs, motorbikes, and snowmobiles purchased on or after January 1, 1991.

UTVs purchased after July 1, 2006 must be titled.

Prior to April 9, 2009, the UTV definition required that the vehicle have low pressure tires not exceeding 20 psi. If a seller owned a UTV with tires exceeding 20 psi prior to that date, he does not have to title the vehicle before selling.

Prior to April 9, 2009, the UTV definition also specified a maximum wheelbase of 94 inches. If a seller owned a UTV with a wheelbase of between 94" and 110" prior to that date, he does not have to title the vehicle before selling.

Refer to the following tables for titling requirements for ATVs, motorbikes, and snowmobiles:

What documents are required for titling ATVs, motorbikes, snowmobiles and UTVs?

<u>For Idaho Vehicles</u>	
Purchased New Since Law's Effective Date. Regardless of model year, need:	<ul style="list-style-type: none">• MCO or MSO• VIN inspection• Dealer title application (ITD 502) if sold by Idaho dealer.

<p><i>Purchased New Before Law's Effective Date. Customer has always had in Idaho and opts to title:</i></p>	<ul style="list-style-type: none"> • MCO or MSO <u>if available</u> with releases from all previous dealers shown; • Indemnifying affidavit stating applicant acquired vehicle new before law's effective date – list date; • Registration (if no MCO or MSO assigned to applicant). If no registration, county may verify record or “no record”. • VIN inspection; • Bill of sale or release of interest from owner on registration if other than applicant; and • Any other proof of ownership available, e.g., other bills of sale, receipts.
<p><i>Customer Acquired After Law's Effective Date from Private Party Who Acquired It Before Law's Effective Date. Vehicle has always been in Idaho:</i></p>	<ul style="list-style-type: none"> • Indemnifying affidavit stating seller acquired before law's effective date – list purchase date; • Registration or registration MVR. If neither, “no record” MVR or county verification of no record; • VIN inspection; • Bill of sale or release of interest from seller; • MCO or MSO <u>if available</u> with releases from all previous parties shown (if available and assigned to seller, no registration required); • Bill of sale or release of interest from owner on registration if other than applicant or seller; and, • Any other proof of ownership available, e.g., other bills of sale, receipts.

<i>Acquired Used from Idaho Dealer Before Law's Effective Date:</i>	<ul style="list-style-type: none"> • Indemnifying affidavit stating applicant acquired vehicle from dealer before law's effective date – list purchase date; • Bill of sale from dealer; • VIN inspection; • MCO or MSO <u>if available</u> with releases from all previous parties shown; and • Any other proof of ownership available,
<i>Customer Purchased From Private Party in Idaho Who Acquired It after Law's Effective Date:</i>	<ul style="list-style-type: none"> • Need title in seller's name signed over to applicant. • Exception: Boats in optional titling category that have not been titled in Idaho and are not being financed.

<u>For Vehicles Coming from Other Jurisdictions:</u>	
<i>Coming From Titling State:</i>	<ul style="list-style-type: none"> • Out of State title* • VIN inspection <p>Indemnifying affidavit (no liens) if brought to Idaho before law's effective date. A UCC lien search record may be submitted in lieu of this affidavit.</p> <p>*If optional titling state and no title, get "no record" title MVR, and if state registers, also need registration, registration MVR, or "no record" registration MVR. If registration or registration MVR is in different name than applicant, need a release from that party.</p>
<i>Coming From Non-titling, Registering State</i>	<ul style="list-style-type: none"> • Indemnifying affidavit. • Registration, or registration MVR from other state. If neither, no-record MVR. Should also check for Idaho registration. • VIN inspection. • Bill of sale or release of interest from owner shown on registration if other than applicant. • MCO or MSO, <u>if available</u> with releases from all previous interested parties. (If available and assigned to applicant, no registration required). <p>Any other proof of ownership available, e.g.,</p>

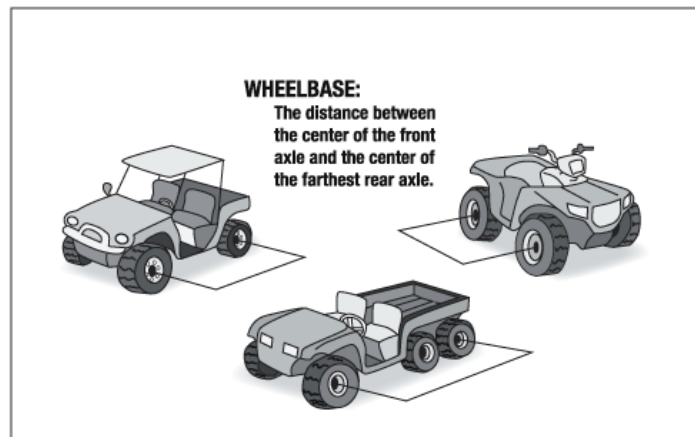
	other bills of sale, receipts.
<i>Coming From Non-titling, Non- registering State</i>	<ul style="list-style-type: none"> • Indemnifying affidavit (no liens) • VIN inspection • MCO or MSO, <u>if available</u>, with releases from all previous interested parties. • Any other proof of ownership available, e.g., other bills of sale, receipts, cancelled checks. • Do Idaho registration check.

*What is the definition of a
Utility Type Vehicle (UTV)?*

Utility type vehicle (UTV) refers to any recreational motor vehicle other than an ATV, motorbike or snowmobile as defined in section 67-7101, Idaho Code, designed for and capable of travel over designated unpaved roads, traveling on four (4) or more tires, maximum width less than seventy-four (74) inches, maximum weight less than two thousand (2,000) pounds, or having a wheelbase of one hundred ten (110) inches or less. Utility type vehicle does not include golf carts, vehicles specially designed to carry a disabled person, implements of husbandry as defined in Section 49-110(2), Idaho Code, or vehicles otherwise registered under Title 49, Idaho Code.

*Are utility type vehicles
(UTVs) titled?*

UTVs are titled, effective July 1, 2006. Anyone who has acquired a UTV prior to that date may optionally title the vehicle. Anyone acquiring a UTV on or after that date must title it in their name.



2.32 ONE PERSON – ONE RECORD REQUIREMENTS

What Customer Number is Required?

Customers must provide their Idaho driver license number, Idaho identification card number, SSN, or ITIN for all title and registration transactions. Businesses will need to provide their EIN – employer identification number (federal taxpayer ID number).

Customers should always be asked if they have an Idaho driver's license or Idaho ID card first. Due to the sensitivity of SSNs, no mention of these should be made unless the customer states he has no Idaho driver's license or ID card. If an individual has neither an Idaho driver license number, Idaho ID card number, nor an SSN, he may provide his ITIN if he has one. . If an individual has neither an Idaho driver license number, Idaho ID card number, SSN, nor an ITIN, he is required to complete a Certification of No Social Security Number form (ITD 3823). He is no longer required to get a letter from the Social Security Administration indicating he has no SSN since they no longer issue such letters.

However, if a non-U.S. citizen is here on a **student's visa** or **visitor's visa**, or is stationed here in the **military**, he may show documents such as a foreign passport and/or a visitor's visa or student's visa, or military ID card to demonstrate their status, and then provide a statement that he has no SSN. Include a copy with the application. The customer must produce the documents required in the OPOR matrix if he has no SSN. When programming has been completed, ITD will generate a customer number for any customer who does not have an Idaho driver's license or ID card, SSN, or ITIN.

What is an ITIN?

ITINs are issued by the IRS, and are nine-digit numbers that always begin with a 9 and have a 7 or 8 in the fourth position, e.g., 9XX7XXXXX. The IRS issues ITINs to foreign nationals and others who have federal tax reporting or filing requirements and do not qualify for SSNs. A non-resident alien individual not eligible for a SSN, who is required to file a U.S. tax return only to claim a refund of tax under the provisions of a U.S. tax treaty, needs an ITIN.

Examples of individuals who need ITINs include:

- Non-resident alien filing a U.S. tax return and not eligible for a SSN.
- U.S. resident alien (based on days present in the United States) filing a U.S. tax return and not eligible for a SSN.
- Dependent or spouse of a U.S. citizen/resident alien
- Dependent of spouse of a non-resident alien visa holder

ITINs provide sufficient proof that an individual does not have an SSN, so if someone states he has no Idaho driver license or ID card, and no SSN, but he has an ITIN, do not require a letter from the Social Security Administration. The preferred document to establish an ITIN is the letter from the IRS that granted the ITIN. A copy of a tax return showing this number would also be a way to verify the ITIN. While this establishes the customer's number, the customer will also need to provide a separate document such as the passport, visa, permanent resident's card, employment authorization card, etc., to verify the full legal name.

If a customer states he has no Idaho driver's license/ID card, but he does have a driver's license number issued by another state and an SSN, what do I submit?

Collect the SSN. Do not capture the out-of-state driver's license number. Do not require the customer to show you his SS card, but if he has it, ask to see it. If he gives you a SSN but indicates it may not be accurate, have the customer make a call to confirm the number if possible, or have him call in after he confirms it. If he does not have a driver license issued by another jurisdiction, but claims to have a SSN, require the SS card.

A customer number is required for both Owner 1 and Owner 2, but not for other owners.

What if a business or trust does not have an EIN?

If a business, trust, or other entity does not have an EIN, they may complete a **Certification of No EIN for a Business, Trust, or Other Entity; Certification of Beneficial Owner for Trust** (form ITD 3823). A Trust must also demonstrate they have no EIN by producing documents that show the titled owner is either the trustee or beneficiary of the trust. They may provide either portions of the trust showing the trustee and beneficial owner, along with the front page and signature page, or they may submit a trust abstract or affidavit that names the trust, trustee, and beneficiary. If the owner on the current title is either the trustee or beneficiary, this is sufficient to demonstrate that the trust is a grantor trust, and is therefore not required to have an EIN, as taxes would be reported under the grantor's personal return. Do not capture the grantor's SSN in these cases.

Remember, for tax purposes, the current titled owner/grantor must be shown to be the beneficiary of the trust; if he is shown as trustee while someone else is the beneficiary, tax is due.

How Do I Verify the Full Legal Name of Customers

The full legal name for every customer needs to be verified from reliable documentation. If the customer has an Idaho driver license or Idaho ID card, it will contain the individual's full legal name. If he does not have this, here are examples of other documentation you may use for verification:

- Out-of-state driver's license or DMV-issued ID card
- Original naturalization/citizenship document
- U.S. birth certificate
- Residency card, employment authorization card, or citizenship certificate from the Department of Homeland Security
- U.S. military photo identification card
- Passport
- U.S. visa
- Idaho concealed weapons permit
- Pilot's license with photo
- Veteran's Universal Access Card with photo

Native American ID card with photo

What Address is Required on the Title Application?

The customer's physical address is required on all titles and registrations. This should be the domicile address – the one place the customer calls "home". It's the permanent place he plans to return and remain. It is not his workplace, vacation, or part-time residence.

-
- An exception will be made for individuals who are participating in the Address Confidentiality Program (ACP) offered by the Secretary of State's office. The ACP is designed for people who have moved here to escape from domestic violence, sexual abuse, or stalking. Once an individual's application to the Secretary of State's office has been approved, they will provide a substitute address for mailing purposes. This is the address the customer will provide from the county. When titles and registrations are received at this address, they will be forwarded to the customer's true address. Customers will have an ACP card showing their enrollment in this program.

What are Dealer/Financial Agency 502 requirements?

Dealers and financial agencies should provide their customer's numbers, full legal names, and physical domicile addresses on their title applications (502s). If the dealer or financial agency has stated that the name on the 502 has recently changed, e.g., due to marriage or divorce, and the driver license record has the previous name, the application should be processed with the new name.

Many forms including the 502 are being redesigned to provide fields to capture Owner 1's and Owner 2's Idaho driver license number or social security number. Due to budgetary concerns, existing inventory of many of the forms, especially the expensive ones such as 502, will be used until depleted. For the 502, users should cross out "Lease – Lessor's Idaho Sales Tax No.", replace it with "Owner 1 DL#/SSN", and enter the number there. Users should also cross out "Rental – Idaho Sales Tax No.", replace it with "Owner 2 DL#/SSN", and enter the number there. These two fields are located directly above the "Purchaser/Owner" section of the form.

2.33 PARK TRAILERS

What is a park trailer?

A park trailer is defined under *Idaho Code 49-121(d)* as "a trailer designed to be towed by a motorized vehicle, and of such size and weight as not to require a special highway movement permit. It is designed for seasonal or temporary living quarters and may be connected to utilities necessary for operation of installed fixtures and appliances. It is built on a single permanent chassis and constructed to permit set up by persons without special skills."

How should park trailers be titled?

Park trailer classifications are somewhat confusing because the common industry usage of what is considered to be a "park trailer" does not typically meet the Idaho Code definition of "park trailer," "travel trailer" or "recreational vehicle," nor does it meet the Idaho Code definition of "manufactured home."

The Idaho Code definition of "park trailer" states it "is of such size and weight as not to require a special highway movement permit," which means it **cannot exceed eight-and-a-half feet in width**. The same is true of a "travel trailer" and "recreational vehicle," so according to Idaho Code, **any park trailers under eight-and-a-half feet in width should be classified as travel trailers or recreational vehicles**. However, most industry versions of park trailers cannot meet this definition, as they are typically 10 feet to 12 feet in width.

The Idaho Code definition of "manufactured home" encompasses trailers that are at least eight feet in width, OR at least 40 feet in length, **and** are built according to HUD construction and safety standards for manufactured homes. Any park trailer meeting this definition should be classified as a manufactured home. However, the vast majority of the trailers the industry considers to be "park trailers" do not meet this definition because they are not manufactured to HUD construction and safety standards for manufactured homes.

Since the typical industry version of the park trailer does not meet the Idaho Code definition of either "travel trailer," "recreational vehicle," "park trailer" or "manufactured home," it cannot be titled or registered.

2.34 POWER OF ATTORNEY

What is a power of attorney (POA)?

An instrument authorizing another individual or firm to act as one's agent or attorney. There are two types:

- General

A general power of attorney authorizes a person or firm to act for another in all legal matters.

- Special

A special power of attorney authorizes a person or firm to act for another on a specific transaction, such as titling a vehicle.

What information must be included on a special POA for a specific title transaction?

A statement of appointment and purpose.

The name of the person being appointed.

The vehicle description, including year, make and VIN.

The grantor's original signature. (If the grantor is a company, then the company's name must appear with the signature.)

Can we accept a copy of a POA?

Yes, if it is verified as a true copy of the original POA.

Is a POA valid after the grantor's death?

No.

Can a POA be delegated to a third party?

Yes, if on the Power of Attorney form (see Exhibit 2-24 at the end of this section), the grantor grants power of substitution to the attorney in fact.

What title documents can a special POA be used to sign?

Any documents relating to the vehicle for which the POA was granted.

Do alterations to a POA form affect its validity?

Yes. If a major alteration is made to the grantor or appointee's name or to the vehicle description (especially the VIN), the document is considered invalid and a new one must be submitted.

How should a grantor sign a power of attorney?

If the grantor is an individual, the power of attorney should simply be signed by the individual.

If the grantor is a business, the power of attorney should be signed as in the following example.

ABC Manufacturing by *Joseph Turner*

How should a power of attorney be properly executed?

The following are examples of how powers of attorney should be properly executed.

-
- When an individual appoints another individual as attorney in fact, the signature should be executed as in the following example:

John Doe by *Jane Doe*, POA

- When an individual appoints a company as attorney in fact, the signature should be executed as in the following example:

John Doe by Sam and Sons by *Sam Son*, POA

- When a company appoints an individual as attorney in fact, the signature should be executed as in the following example:

ABC Company by *Darwin Rogers*, POA

- When a combination of a company and an individual for the company (i.e., "Sam and Sons/Sam Smith") appoint an individual as attorney in fact, the signature may be executed in one of two ways:

Sam and Sons by Sam Smith by *Dan Turner*, POA

OR

Sam and Sons by *Dan Turner*, POA

Is it required for a Power of Attorney to be notarized?

Only when the POA is presented with an Application for Duplicate Title or an Application for Duplicate Title with Transfer of Ownership.

EXHIBIT 2-24

ITD 3368 (Rev. 08-10)
Supply # 01-957150-4

Power of Attorney Idaho Transportation Department



- See Page 2 for Instructions -

Vehicle or Hull Identification Number (VIN/HIN)		Title Number
<input type="text"/>		<input type="text"/>
Year	Make	Model
<input type="text"/>	<input type="text"/>	<input type="text"/>

Power of Attorney Given To

Name of Business or Individual Representing Vehicle Owner			
<input type="text"/>			
Address	City	State	Zip
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

By my signature below, I hereby appoint the business or individual shown above as my/our attorney to endorse, release, or transfer all registration and ownership documents required by Idaho statutes for the above-described vehicle; and to give full discharge for same, granting to said attorney full power of substitution and revocation, hereby ratifying and confirming all that said attorney or his substitute shall do or cause to be done by virtue hereof.

Grantor's Signature: If this power of attorney will be used to apply for a duplicate title, it must be notarized.

If grantor is an individual, complete the following

Individual's Full Legal Name (Printed Last, First, Middle)		Individual's Idaho Drivers License No. or SSN	
<input type="text"/>		<input type="text"/>	
Address of Owner's Current Legal Residence	City	State	Zip+4
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Mailing Address (if different)	City	State	Zip+4
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Individual's Signature See *Note for duplicate title application		Date	Daytime Phone Number
<input checked="" type="checkbox"/>		<input type="text"/>	<input type="text"/>

If grantor is a business, complete the following

Authorizing Business Name	Authorized Representative's Name (Printed)	Business's EIN	
<input type="text"/>	<input type="text"/>	<input type="text"/>	
Business Current Legal Address	City	State	Zip+4
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Mailing Address (if different)	City	State	Zip+4
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Authorized Representative's Signature See *Note for duplicate title application		Date	Daytime Phone Number
<input checked="" type="checkbox"/>		<input type="text"/>	<input type="text"/>

***Note:** If this form is used to grant power of attorney when applying for a duplicate title, the grantor's signature must be notarized.

Subscribed and sworn before me this _____ day of _____, year _____ County of _____, State of _____ SEAL My Commission Expires _____ Notary Public's or ITD Agent's Signature _____
--

EXHIBIT 2-24 (continued.)

**Instructions for Using a Power of Attorney on
Vehicle Title and/or Registration Documents**

The power of attorney must be exercised by the person or firm named as representative on this form. To properly exercise the power of attorney, write the name of the owner followed by the representative's signature.

Example: Sharon Smith by Jane Doe, POA

Sharon Smith is the owner and Jane Doe is the person named as representative on the power of attorney.

If the named representative is a company, an authorized individual of that company must sign the document.

Example: Sharon Smith by Morrison's Garage George Morrison, POA

Note: The power of attorney must be exercised on the title or document for which the authority was granted.

This Power of Attorney must be notarized if given for application of a duplicate title.

2.35 RELEASE OF LIABILITY

What is a release of liability statement and how is it used?

A Release of Liability (ROL) statement is a statement completed by the titled owner that is required to be filed by law for motor vehicles on or after January 1, 1997 whenever a vehicle has been sold or otherwise transferred. It is not filed for non-motorized vehicles.

Once a titled owner has properly filed a release of liability, he will not be held liable for injury or damage to any person or property that may occur after the vehicle has been delivered to the new owner. The titled owner also will not be liable for towing, storage, service, or repair charges that may accrue after delivery of the vehicle. Additionally, the ROL Law provides relief of responsibility for any infractions that may occur subsequent to the delivery of the vehicle to the new owner, including the abandoned vehicle infraction and parking tickets.

When must an ROL statement be filed?

ROL Statements must be completed and filed with the county or ITD within five days of delivery of the motor vehicle (the accompanying ROL filing fee can be in the form of a check or money order).

Do dealers need to file ROL statements?

No, dealers do not need to file an ROL statement upon transfer, but a vehicle owner trading in motor vehicles to a dealer must file an ROL statement.

What is the fee to file an ROL statement?

The fee to file an ROL statement is \$3.50.

Who, besides the titled owner, may file an ROL statement?

A lienholder on a title may file an ROL Statement on behalf of the owner. Also, anyone holding a power of attorney signed by the owner may file on the owner's behalf (a verified copy of the POA must be filed).

If an ROL statement has been recorded, can the owner of record still apply for a duplicate title?

If an ROL Statement has been recorded at ITD, the owner who filed it may apply for a duplicate title as long as it has not been transferred to the new owner. This is allowed to enable the former owner to obtain a duplicate title for the new owner who may have lost the original.

To safeguard against the former owner injuring the new owner, any time the former owner applies for a duplicate title when an ROL Statement has been recorded, he must provide an explanation that he is simply applying on behalf of the new owner who lost the original title.

What if an ROL statement was filed, but all not all filing requirements were met?

If an individual does not: (1) complete the ROL Statement properly, (2) file it within five days of delivery, and/or (3) include the ROL filing fee, the filing may still be recorded but release from liability under the law cannot be guaranteed.

2.36 REJECTION LETTERS

What is a rejection letter?

This is a letter produced by ITD when the documents submitted to obtain a title are inadequate. The letter details what is required to bring the title documents into conformance so a title can be issued. Generally, the documents originally submitted are returned with the letter.

To whom does ITD send rejection letters?

These letters are sent to the party who submitted the documents. If the county assessor submitted the title documents, the rejection letter would be sent to that county. If a dealer or financial agency submitted the title documents directly to ITD, the letter would be sent to that business. If title documents were submitted directly to ITD in the mail by some other party, the letter would be sent to the lienholder if there is one or to the registered owner if there is no lienholder.

How soon must a rejection letter be returned to ITD in order for a lienholder to retain the original filing date?

The letter must be returned within 30 calendar days from the original date appearing on the letter.

What will happen if the requests made on a rejection letter are not completed?

If an application for which a rejection letter has been written is returned and the requests in the letter have not been satisfied, ITD will send out another letter. If it is returned again without having the requests satisfied, ITD may send a third letter.

If it is apparent that no effort has been made to satisfy the requests after a rejection letter has been sent and returned a reasonable number of times (usually two or three times), ITD will indicate the documents are in suspense on the pending record and the documents will be microfilmed and shredded.

What if an applicant or lienholder wishes to complete the requests on a rejection letter after the documents have been microfilmed and shredded?

The microfilmed documents will be printed and sent, upon request, to the county assessor, the lienholder (the applicant if there is no lienholder), or to a dealer or financial agency if they submitted the application. The microfilmed copies will be treated as though they were originals.

2.37 REPOSSESSIONS

<i>What is a repossession?</i>	When a lienholder shown on the face of a title takes possession of a vehicle because the buyer has defaulted on their loan payment.
<i>What supporting documents are required?</i>	<p>A notarized Affidavit of Repossession (ITD 3366) (see Exhibit 2-25 at the end of this section). If the vehicle is being titled in the name of the lending institution, then the bill of sale portion need not be completed. If the vehicle is being transferred to a new buyer, then the bill of sale portion must be completed. The form must be signed.</p> <p>The previous title showing the lienholder.</p> <p>Bills of sale from any intermediate dealers, if they have not completed assignments on the title.</p>
<i>Who can complete a repossession?</i>	Repossession of a vehicle is usually restricted to the lienholder shown on the face of the title. However, a dealer who is not recorded as lienholder may repossess if he originally sold the vehicle to the registered owner. In this case, the dealer must submit a carbon copy or certified copy of the contract. The contract must include a signed full or partial recourse clause. The dealer must also submit the normal Repossession Affidavit.
<i>Can out-of-state repossession forms be used with Idaho titles?</i>	Yes, as long as there is enough information on the repossession affidavit to tie it to the title (i.e., common VIN).
<i>Can an Idaho repossession affidavit be used with an out-of-state title?</i>	Yes.
<i>What is a flooring repossession?</i>	Repossession by the financial agency that floored or financed the vehicle inventory of a dealership that has failed.
<i>When does a flooring repossession occur?</i>	When a dealer fails to make payments to the flooring agent in accordance with the terms of the flooring agreement.
<i>Can the lienholder release section and the dealer assignment section be used on a repossession title?</i>	<p>Yes. The lienholder may release on an Idaho title or any state's title. It is recommended that they complete the seller's assignment and odometer disclosure on the title. Dealers should do the same.</p> <p>When the lienholder or dealer has released on the title, no bill of sale is required from that party.</p>
<i>May an unrecorded lienholder repossess a vehicle?</i>	<p>A lienholder who did not have his lien recorded on a title may repossess and apply for title in his name if the following documents are submitted:</p> <ul style="list-style-type: none">• The previous title.• A notarized Affidavit of Repossession (ITD 3366).• A verified copy of the contract, signed by the borrower, which lists the lienholder's name and describes the vehicle by year, make, and VIN.

What if an unrecorded lienholder wishes to repossess and the clear title is being held by the registered owner?

The lienholder may call ITD, and each situation will be handled on a case-by-case basis. If the lienholder has a contract signed by the customer, identifying the vehicle and the lienholder and showing money owing, ITD may be able to find a solution. However, the lienholder should be warned that the unsecured lien remains vulnerable in the event of the owner declaring bankruptcy, and it is also subject to anyone gaining a subsequent interest in the vehicle. Any solution may be costly as it could require paying costs associated with a hearing.

EXHIBIT 2-25



itd.idaho.gov

Affidavit Of Repossession Idaho Transportation Department - Vehicle Services

ITD 3366 (Rev. 07-13)
Supply # 01-957100-9

1st Vehicle/Hull Identification Number			Title Number
2nd Vehicle/Hull Identification Number			Issue Date
Year	Make	Model	Repossession Date
Owners of Record (Name)		Address	
Lienholder of Record (Company Name)		Address	

I, the undersigned, certify under penalty of law, that the lien holder of record is the lawful owner of the above-described vehicle / vessel by reason of a conditional sale contract, chattel mortgage, or security agreement, and that the above-described vehicle / vessel was lawfully repossessed from the owner of record on the date shown above.

Furthermore, the lien holder agrees to indemnify the Idaho Transportation Department and all persons acting under their direction from any and all liability and shall defend all litigation which may arise as a result of the issuance of a new Certificate of Title on the above-described vehicle / vessel.

If a purchaser is named below, the lien holder conveys all rights, title, and interest to said vehicle / vessel to this purchaser and warrants the title thereto. The vehicle/vessel is free from all liens and encumbrances except as stated below.

Purchaser's Full Legal Name		Purchaser's Idaho Driver's License No. or SSN/ Business EIN	
Purchaser's Physical Address		City	State Zip
Purchaser's Mailing Address (if Different)		City	State Zip
Date Sold	Amount of Sale	New Lienholder	
<input type="checkbox"/> There is no transfer. Please issue a Title in the name of the Lienholder of Record.			
Odometer Reading (No Tenth)	<input type="checkbox"/> Actual Miles <input type="checkbox"/> Exceeds Mechanical Limits <input type="checkbox"/> Exempt <input type="checkbox"/> Not Actual Warning - Odometer Discrepancy <input type="checkbox"/> No Device		

I certify under penalty of perjury pursuant to the law of the State of Idaho that the foregoing is true and correct, and that the signature below is my true and legal signature.

Lien Holder's Printed Name	Representative's Printed Name
Representative's Signature	Date

2.38 RESCINDED SALES

What qualifies as a rescinded sale?

For the purposes of titling, a rescinded sale is any transaction whereby the seller and the purchaser place each other in essentially the same positions they were in prior to entering into the transfer in terms of possession and ownership.

What title documents are needed for titling a vehicle involved in a private party sale that has been rescinded?

This depends on whether or not the title has been issued subsequent to the transfer that is being rescinded. If a title has been issued, the owner shown on the title should simply assign it back to the previous owner. An explanation should be provided for tax purposes. If a title has not yet been issued subsequent to the transfer that is being rescinded and the title documents are still in hand, a release should be provided from the person who is returning the vehicle and from any lienholder shown on the application, along with a statement signed by both parties that explains that the sale was rescinded. If the vehicle has been resold, the seller must also complete a proper assignment on the title or a bill of sale to the new buyer. If the title has not yet been issued, but the title documents have already been submitted to ITD, the parties involved may have the transaction stopped by:

- Calling ITD to ensure that the title has not yet been processed. (ITD will place a courtesy stop on the transaction at the time of the call).
- Submitting a \$21 stop fee and a written statement, signed by both the buyer and seller, declaring that the sale has been rescinded and requesting that the title be reissued in the seller's name. A release must also be obtained from any lienholder involved in the rescinded transaction.

The parties always have the option of allowing the title to be issued with the new titled owner simply assigning the title back to the seller at the time it is received.

What if a dealer was the seller in the transaction that is being rescinded?

If the vehicle was sold by a dealer and the title application has already been submitted to ITD, the dealer may have the documents returned by submitting a written request indicating that the sale was rescinded, and asking ITD to return the paperwork to the dealer.

When the paperwork is resubmitted, a statement from the dealer should also be submitted declaring that the previous sale was rescinded.

The dealer may want to have a title reissued in his name if the purchaser section of the title is defaced due to the rescinded sale. Should they choose not to, when the vehicle is again sold, the new purchaser's name must be clearly entered in a legible manner, or an explanation must be submitted separately. Erasure and use of white out is prohibited. A new title application showing the new buyer should also be prepared and submitted.

What if the dealer was the seller, the vehicle was new, a title was already issued to the buyer, and the dealer wishes to resell the vehicle as "new"?

After the title has been issued, the MCO is typically filed and destroyed shortly afterwards. Once a title has been issued it cannot be "unissued." The vehicle must be sold as "used."

Can a sale be rescinded even when a registration has been issued in the buyer's name?

Yes.

Is there a time limit under which rescinded sales are allowed?

Not for titling purposes. However, a tax clearance is recommended if the time period seems unreasonably long.

2.39 RUSH TITLES

What is a rush title?

A title that is processed ahead of other title applications at the applicant's request. The request must be submitted at the time the application is originally filed, or it may be submitted when the application is rejected and is being re-filed.

What is the rush fee?

The normal title fee **plus** \$26.

Are there any title transactions that cannot be rushed?

No.

2.40 SALES TAX AND TITLE FEE EXEMPTIONS

Are some motor vehicle transfers and sales exempt from Idaho sales tax?

Yes, if the applicant is an exempt entity or the applicant qualifies for an exemption and requests it on the proper form. Examples include:

- Sales to public agencies (federal, state, or local).
- Sales to certain other agencies and institutions specifically exempted by Idaho law, such as educational institutions, state and federal credit unions, etc. (For more information, contact the State Tax Commission.)
- Family transfers, i.e., from one family member to another, when the grantor has paid the sales tax. This includes only sales to the following blood or formally adopted relatives of the person making the sale: grandparents, grandchildren, parents, children, brothers, and sisters. Additionally, when the vehicle sold is community property and it is sold to either spouse's relative above, the sale is also exempt from tax [Form ST-133 (Exhibit 2-26 at the end of this section)]. Off-road vehicles, travel trailers, motor homes, converted buses and vans, boats, and aircraft are not tax exempt.
- Certain gifts. For more details, see the requirements listed on the Sales Tax Exemption Certificate – Transfer Affidavit (Form ST-133) or contact the State Tax Commission.
- Sale to an enrolled member of an Indian tribe when the sale was within the boundaries of an Indian reservation (Form ST-133)
- Occasional sales of non-recreational trailers sold by a party who has not made more than two sales of tangible personal property in the last twelve months and is not regularly engaged in selling such property (an ST-108-BT form must be completed and attached to your sales tax report coupon).
- Certain commercial trucks and trailers [ST-104-MV (Exhibit 2-27 at the end of this section)].
- Used manufactured homes.
- Inherited vehicles. (If the personal representative, executor, administrator or heir transfers the vehicle, the sale to the applicant is subject to sales tax.)
- Transfers such as from "John Doe dba Doe Enterprises" to "John Doe," or from "John Doe" to "John Doe dba Doe Enterprises" do not require sales tax, tax forms, or title applications.

An exemption is provided from the sales and use tax for trucks sold or leased to a purchaser who will:

- Immediately register the vehicle with a maximum gross

vehicle weight of over 26,000 pounds.

- Register the vehicle under the International Registration Plan (IRP) or other similar proportional or pro rata registration plan.
- Operate the vehicle in a fleet of vehicles with a minimum of 10% of the fleet miles operated outside of the state of Idaho in any calendar year.

An exemption is provided from the sales or use tax for trailers when the purchaser will:

- Immediately become a part of a fleet of vehicles registered under the International Registration Plan (IRP) or other similar proportional or pro rata registration plan.
- The trailer will be part of a fleet of vehicles with a minimum of 10% of the fleet miles operated outside of the State of Idaho in any calendar year.

Repossessed vehicles may be transferred back into the original owner's name without tax applying if satisfactory proof is furnished to the assessor or ITD. Evidence acceptable to establish these facts may include copies of correspondence from the lienholder, finance contracts, or similar documents. If the information is questionable, the assessor should refer the applicant to the offices of the Tax Commission.

A rescinded sale is a transaction whereby the vendor and the purchaser place each other in exactly the same positions they were in prior to entering into any sales taxable transaction. When a purchaser has paid the tax to the assessor on the purchase of a motor vehicle and, at a later date, the seller and purchaser rescind the sale, the vehicle may be titled again in the name of the seller with no tax applying. The burden of proof of facts showing rescission is placed on the parties to the transaction. The seller must provide evidence satisfactory to the assessor or ITD to establish that the vehicle may be re-titled in his name with no tax applying.

Office trailers are not exempt from sales tax.
--

These are some of the common exemptions you may utilize. Other exemptions may apply. For questions, contact your local Tax Commission office.

Are some motor vehicle transfers and sales exempt from title fees?

Yes. The following groups or situations are exempt from normal fees, but not rush fees:

- State, county and city agencies

-
- Fire departments/districts
 - School districts/educational institutions
 - Irrigation districts
 - Health departments
 - Water/sewer districts
 - Other political subdivisions, municipal corporations and taxing districts of the state
 - Correction on titles due to ITD or county errors
 - Law enforcement
 - Duplicate titles where the applicant did not receive his/her title due to ITD/county error or when issuing a courtesy duplicate to the same address because the title was not received by mail or returned to ITD as undeliverable within seven days of mail out

Exhibit 2-26

ST-133

Idaho State Tax Commission SALES TAX EXEMPTION CERTIFICATE - TRANSFER AFFIDAVIT

<p>This form must be completed and furnished to the county assessor or Idaho Transportation Department with the title to the vehicle being transferred. This form may also be used for boats and other vehicles which are registered with the county assessor.</p>					
Name of Buyer/Recipient			Name of Seller/Donor		
Address			Address		
City/State/Zip Code			City/State/Zip Code		
Phone			Phone		
Vehicle/boat Information	Year	Make	Model	Vehicle/boat Identification Number	
<p>I. FAMILY SALE AFFIDAVIT for MOTOR VEHICLES ONLY</p> <p>We swear that this motor vehicle sale is exempt from sales tax because of the following family relationship between the buyer and seller.</p> <p style="text-align: center;"> <input type="checkbox"/> Parent/child <input type="checkbox"/> Grandparent/grandchild <input type="checkbox"/> Brother/sister </p> <p style="text-align: right;">Yes No</p> <p>Was sales tax paid by the seller at the time the seller acquired the vehicle? <input type="checkbox"/> <input type="checkbox"/></p> <p><i>If NO, this exemption does not apply.</i></p>					
<p>II. GIFT TRANSFER AFFIDAVIT for VEHICLES, BOATS, AND RVs</p> <p>We swear that the transfer of this vehicle or boat is a gift and is exempt from sales tax. Answer the following questions regarding this gift.</p> <p style="text-align: right;">Yes No</p> <p>1. Is there a business relationship between the recipient and the donor? <input type="checkbox"/> <input type="checkbox"/></p> <p>2. Is the recipient performing any services, contractual or otherwise, in exchange for this vehicle? <input type="checkbox"/> <input type="checkbox"/></p> <p>3. Is the recipient transferring anything of value (including tangible personal or real property) to the donor in exchange for this vehicle? <input type="checkbox"/> <input type="checkbox"/></p> <p>4. Is the recipient accepting or assuming any debts or liabilities belonging to the donor of the vehicle? <input type="checkbox"/> <input type="checkbox"/></p> <p><i>If you answer "yes" to any of these questions, follow the instructions on the back of this form.</i></p>					
<p>III. AMERICAN INDIAN TRANSFER AFFIDAVIT for VEHICLES, BOATS, AND RVs</p> <p>We swear that the sale of this vehicle or boat is exempt from sales tax because it was sold and delivered within the boundaries of a Native American Indian reservation to an enrolled member of an Indian tribe.</p> <p>The following information is required:</p> <p style="text-align: right;">Enrolled member of _____ Indian Tribe.</p> <p style="text-align: right;">Tribal Identification Number _____</p> <p style="text-align: right;">Sale and delivery occurred within _____ Reservation.</p>					
<p>IMPORTANT!! Read before signing. I certify that all statements I have made on this form are true and correct to the best of my knowledge. I understand that if I falsify this form, I may be subject to criminal prosecution.</p>					
Buyer's/Recipient's Signature _____			Seller's/Donor's Signature _____		
Date _____			Date _____		
Title, if applicable _____			Title, if applicable _____		
			Driver's License or Taxpayer Identification Number _____		

WHITE COPY - Idaho Transportation Department
YELLOW COPY - Seller/Donor
PINK COPY - Buyer/Recipient

Instructions on back of Buyer's Copy.

EIF000196
5-27-09

Exhibit 2-26 (continued)

INSTRUCTIONS

Idaho law requires that sales or use tax be paid whenever a certificate of title or registration is transferred. However, the law provides for certain exemptions to this requirement. This form (ST-133) is required to support sales tax exemptions listed below. It must be furnished to the county assessor or Idaho Transportation Department with the title or registration to the vehicle being transferred.

The seller must keep a copy of this affidavit on file.

I. FAMILY SALE AFFIDAVIT for MOTOR VEHICLES ONLY (Idaho Code Section 63-3622K and Sales Tax Rule 107)

Use this portion of the form to claim exemption from sales tax for sales of motor vehicles between family members. Sales between aunts, uncles, cousins, etc. do not qualify for the exemption. Only the relationships listed on the front of this form are eligible.

This exemption applies to cars, trucks, motor homes, and on-road motorcycles. (Only motorized on-road vehicles qualify.)

NO EXEMPTION APPLIES IF a sales or use tax was not paid by the seller at the time the seller acquired the motor vehicle.

If the motor vehicle is community property and the sellers are married, either spouse may sell the vehicle to a qualifying family member.

II. GIFT TRANSFER AFFIDAVIT for VEHICLES, BOATS, AND RVs (Sales Tax Rule 107)

This portion of the form is used to claim exemption from sales tax when a vehicle or boat is given as a gift by the owner. To qualify as a gift, no money, services or property can be exchanged between the donor and the recipient at any time with regard to this vehicle or boat.

If you answered "yes" to question 2, 3 or 4, this form does not apply and sales tax is due on the value of the vehicle or boat. If you answered "yes" to question 1, describe the circumstances here:

III. AMERICAN INDIAN - TRANSFER AFFIDAVIT for VEHICLES, BOATS, AND RVs (Sales Tax Rules 91 and 107)

American Indians may make purchases without paying sales tax IF the purchases are made within the boundaries of an Indian reservation. The seller must see proof of the fact that the buyer is an enrolled member of an Indian tribe. An identification card issued by the Indian tribe is acceptable proof. The identification number must be entered on the front of this form.

The sale and delivery of the vehicle or boat must occur within the Indian reservation. If the vehicle or boat is picked up by the buyer at a non-reservation location, sales tax is due on the vehicle or boat.

IV. SIGNING THIS FORM

The buyer/recipient and the seller/donor must sign this form for it to be valid.

In addition to signing the form, individual sellers/donors must include their driver's license number. Business sellers/donors must include a taxpayer identification number, such as the federal Employer Identification Number (EIN) or Idaho seller's permit number.

EP000136
5-27-09

Exhibit 2-27

ST-104-MV

Idaho State Tax Commission SALES TAX EXEMPTION CERTIFICATE - VEHICLE/VESSEL

The buyer must complete this form and give it to the seller when claiming a tax exemption.

Buyer's Name		Seller's Name	
Address		Address	
Zip Code	Phone	Zip Code	Phone
VEHICLE/VESSEL INFORMATION	Year	Make	Model
Hull or Vehicle Identification Number			

OUT-OF-STATE EXEMPTION FOR NONRESIDENTS

The purchase or lease of this vehicle or vessel is exempt from sales tax because:

1. This vehicle is:

<input type="checkbox"/> an automobile	<input type="checkbox"/> a snowmobile
<input type="checkbox"/> an on-highway motorcycle	<input type="checkbox"/> a vessel with motor regardless of length
<input type="checkbox"/> a truck	<input type="checkbox"/> a vessel without a motor, 11 feet or more in length*
<input type="checkbox"/> a trailer*	<input type="checkbox"/> an ATV
	<input type="checkbox"/> an off-highway motorcycle, and
2. I am not an Idaho resident and during any 12-month period, I will limit the storage or use of this vehicle/vessel in Idaho to 60 days or less, and
3. I will take this vehicle to the state or country of _____ and will immediately license and title it there, if required, and
4. My driver's license number is _____, issued by (state or country) _____.

*This exemption doesn't apply to canoes, kayaks, truck campers, or inflatable boats (of any length) sold without a motor.

WHITE COPY - Idaho State Tax Commission, Tax Discovery Bureau, Box 36, Boise, Idaho 83722
YELLOW COPY - Seller

INTERSTATE CARRIER EXEMPTION

The purchase or lease of this motor vehicle or trailer is exempt from sales tax because:

☐ Truck or Bus

1. This motor vehicle will be immediately registered with a maximum gross weight of more than 26,000 pounds under the International Registration Program (IRP), and
2. This vehicle will be part of a registered fleet of vehicles which will operate _____% of its miles outside of Idaho, and
3. I understand that if the out-of-Idaho fleet mileage* drops below 10% for any registration year, I must pay use tax to the Tax Commission on the fair market value of this motor vehicle as of the last day of the registration period.

☐ Trailer

1. This on-highway trailer will immediately become part of a fleet of vehicles registered under the International Registration Program (IRP), and
2. This fleet of vehicles will operate _____% of its miles outside of Idaho, and
3. I understand that if the out-of-Idaho fleet mileage* drops below 10% for any registration year, I must pay use tax to the Tax Commission on the fair market value of this trailer as of the last day of the registration period.

*An operator may have more than one IRP fleet. Each fleet is evaluated separately for compliance with the out-of-state mileage requirement.

WHITE COPY - County Assessor/Idaho Transportation Department
YELLOW COPY - Seller

I certify that all statements I have made on this form are true and correct to the best of my knowledge. I understand that falsifying this certificate to evade paying tax is a misdemeanor. Other penalties may also apply.

SIGN HERE>>	Buyer's Signature	Date
-------------	-------------------	------

NOTE TO SELLER

Rule 128 states that if you don't receive an exemption certificate from the buyer at the time of sale, the sale is presumed to be taxable. If you receive an exemption certificate after the sale, but don't get it within a reasonable length of time, the Tax Commission will review the certificate with all other available evidence to determine whether you have clearly proven that the sale was exempt from tax.

• This form is valid only if all the information is complete. • The seller must keep this form. • This form may be reproduced.

Supply # 01-967671-7

EPO00115
11-06-07

2.41 STATEMENT OF CORRECTION

What is a statement of correction?

This is a statement of explanation for an error and the correction of the error, which has been made on a title document. The Statement of Correction or Erasure (see Exhibit 2-28) must provide a justifiable reason before the document on which the error was made can be accepted.

When is a statement of correction necessary?

A statement of correction is necessary whenever a mistake has been made that would be severe enough to cause the title application to be rejected. Error statements are commonly used for corrections when names, signatures, or odometer disclosures are entered incorrectly on title documents.

What statement should be entered on a statement of correction?

The statement must fully explain the nature of the error. An acceptable reason must be provided. For example, if a person's name or signature is being removed from a title document, the statement should specify why the name or signature was entered on the document, and it should declare that the individual has no interest in the vehicle.

Statements of correction cannot be used to allow intermediate Idaho owners to remove their names to avoid titling.
--

Who may sign the statement of correction?

The person who entered the incorrect information may sign, or if an owner or lienholder is being removed, that party may sign.

Exhibit 2-28

ITD 3395 (Rev. 6-08)
Supply # 01-958022-4

Statement of Correction or Erasure Idaho Transportation Department Vehicle Services



Vehicle/Title Identification Number	Make/Model	Year
-------------------------------------	------------	------

Regarding title paperwork for the above-described vehicle/vessel, a correction was made on the following document(s):

Describe error and reason for correction or erasure

Signature of individual who made and corrected the above-described error

Individual/Representative's Name (Printed)	Company Name	Phone Number
Individual/Representative's Signature		Date

2.42 TITLE PROCESSING STOP

What is a title processing stop? A title processing stop is placed on a title record to temporarily prevent a new title from being issued.

When is a title processing stop placed? There are three common situations:

- A civil dispute over a vehicle, i.e., when two parties claim an interest in a vehicle and one of the parties wants to prevent the other from securing a title to it.
- When a title applicant sells a vehicle after the application has been submitted, but before the title has been issued, and wishes the title mailed to the new buyer (e.g., a dealer, upon trade-in).
- Motor Vehicle investigators, law enforcement agencies, ITD agents, and the Idaho Tax Commission may issue a stop card for a variety of reasons.

What is the fee for a title processing stop? \$21.

How does the title processing stop procedure work? In a civil dispute:

- One of the parties writes to Vehicle Services requesting the stop. The letter should include the vehicle description, including year, make, and VIN; reason for the stop; and the \$21 fee.
- Vehicle Services puts the stop on the computer title record.
- The second party applies for a title.
- The computer stops the title process at the issuance stage.
- Vehicle Services notifies the requester by certified mail that he has 30 calendar days to secure a court order or other court document stopping title transfer.

If no court documents are submitted, the title may be issued after 30 calendar days from receipt of the certified notification. If a court order is received by Vehicle Services within 30 days, the title is issued as per the court order.

If the applicant has resold the vehicle (e.g., to a dealer) and wishes the title mailed to the buyer's address:

- The title applicant or buyer writes to Vehicle Services requesting the stop and the address change. The letter must include the year, make, and VIN of the vehicle and a \$21 fee. If the buyer is requesting the change, a copy of the bill of sale or power of attorney from the applicant must also be submitted.
- Vehicle Services puts the stop on the computer title record.
- The computer stops the title issuance when an examiner attempts to issue it.

-
- The examiner goes to the Titles Stop Unit to investigate.
 - The Titles Stop Unit corrects the address on the pending record screen and gives the documentation for the change to the examiner, who issues the title with the new address.
 - The title is mailed to the new address.

How long is a stop request valid?

Stops issued at the request of a vehicle owner remain on the file for one year unless the applicant requests that it be removed. However, if a title application is submitted, it may be blocked for only 30 calendar days unless a court order is issued to prevent issuance of the title.

Stops issued at the request of a government official remain in effect indefinitely until rescinded.

What is a courtesy stop?

This is a stop that is immediately placed per a telephone request. It will remain in place for five days, during which time the requester must submit the required written request and fee. Courtesy stops were designed to fill the gap between the telephone inquiry and the actual receipt of the required written request and fee. Any transaction currently being processed at ITD will be stopped per the verbal courtesy stop request.

2.43 TRAILERS

<i>What trailers have to be titled?</i>	All, except utility trailers under 2,000 pounds unladen weight. Boat trailers under 2,000 pounds unladen weight are not titled, but boat trailers over 2,000 pounds are titled.
<i>How are trailers titled?</i>	The same as any other motor vehicle. However, the supporting documents requirement is slightly different for tent trailers.
<i>What are the supporting document requirements for titling tent trailers?</i>	Because of the complexity of tent trailer history, requirements vary with the circumstances. Refer to the requirements found in Section 2.31, Off-Road Vehicles.
<i>How do you distinguish a travel trailer from a mobile home or manufactured home?</i>	A travel trailer is designed and used as temporary living quarters. Movement does not require special highway permits. A travel trailer, as defined by <i>Idaho Code 39-4105(15)</i> also has a living area of less than 400 square feet, excluding built-in equipment such as closets, cabinets, and bathrooms.

2.44 TRANSITIONAL OWNERSHIP DOCUMENTS (TOD)

What is a TOD?

A TOD is a document that can be filed for lien perfection purposes when it appears that the primary ownership document (title, MCO, MSO) will not be available to file with a title application within 30 days (see Exhibit 2-29 at the end of this section). To perfect a security interest, the TOD must be received by ITD or the agent within 30 days of the date of sale or if there was no sale, within 30 days of the contract signature date. In order for the TOD filing date to be upheld, the primary ownership document must be filed with an application for title within 90 days of the sale or if there was no sale, within 90 days of the contract signature date.

When was the TOD process available?

The law establishing the TOD was effective January 1, 2001.

How is a TOD filed?

The TOD should be filed with the same office with which title applications are normally filed. The following should be submitted:

- The TOD form, properly completed and signed by the filer and the customer.
- A copy of the Report of Sale and Application for Certificate of Title (ITD 0502).
- A non-refundable \$26 fee.

What happens to the TOD after it is filed?

The TOD will be entered on the title tracking system by the office that receives it. If the TOD requirements have been met, when the title application is received the TOD filing date will be retrieved and used as the lien recorded date for the title. TODs will be filmed at ITD. TODs that have not met requirements will be rejected or invalidated and either the TODs or a report will be returned to the dealer or financial institution that created them.

When will a TOD be rejected or invalidated?

A TOD will be rejected or invalidated if:

- More than 30 days has passed since the date of sale or if there was no sale, the contract signature date and the date the TOD was filed.
- The TOD is missing key information (e.g., VIN, owner's name, lienholder's name, filing party's name or signature, customer's signature, etc.).
- No fee has been submitted with the TOD.
- A copy of the title application has not been attached to the TOD.

-
- Key information on the TOD has been changed or altered without an error statement.
 - The lienholder or person who filed the TOD requests that the TOD be returned or withdrawn.
 - The primary ownership document has not been filed within 90 days of sale or if there was no sale, within 90 days of the contract signature date.
 - Key information on the application does not match the TOD.
 - The person filing the TOD made a false statement.
 - The lienholder on the TOD didn't have a lien when the TOD was filed.

What if there is no application for title because a vehicle is simply being put up as collateral for a loan, or is being refinanced?

A copy of a contract or a financial institution's own filing form may be used in lieu of a title application as long as it contains sufficient vehicle, owner, and lienholder information to enter the TOD transaction.

How are TOD periods calculated?

To calculate the 30 day TOD filing period, if the 30th day falls on a weekend or holiday, the period would extend to the next business day. To calculate the 90 day title application filing period, if the 90th day falls on a weekend or holiday, the period would extend to the next business day.

Do dealers now have 90 days to file title applications?

No. Dealers must still file a title application with the primary ownership document within 30 days of the sale, according to the requirements of *Idaho Code 49-504*. A title application may be filed with the primary ownership document within 90 days in conjunction with a prior TOD filing **for lien perfection purposes only**.

Exhibit 2-29



Transitional Ownership Document (TOD)

ITD 3901 (Rev. 06-12)
Supply # 01-968344-4

This non-negotiable document is for use solely in perfecting security interests in vehicles.

I hereby certify that:

1. The primary ownership document is not in my possession and is not available for submission to ITD.
2. The primary ownership document is being obtained. I understand that said ownership document must be received by ITD or a county assessor motor vehicle office within 90 calendar days of the date of sale, or if there was no sale, the date of the security agreement/contract. This transitional ownership document and any lien perfection based on this document shall be invalidated if not received by the 90 calendar day deadline. I understand that false certification may invalidate this transitional ownership document.
3. The attached photocopy of the Report of Sale and Application for Certificate of Title (ITD 0502), or alternative documents listed below*, is made a part of this application for TOD and is a true and correct copy of the original.
4. The information on this document is accurate.

Vehicle/Hull Identification Number [REDACTED]	Report of Sale ITD 0502 Control Number (Red) [REDACTED]	Dealer/Account Number [REDACTED]
Printed Name of Dealership/Financial Institution Submitting the TOD [REDACTED]		Telephone Number [REDACTED]
Printed Name of Dealer/Financial Institution Representative Submitting the TOD [REDACTED]		
Credit Card Type <input type="checkbox"/> VISA <input type="checkbox"/> MasterCard	Credit Card Number [REDACTED]	Expiration Date [REDACTED]
Signature of Representative Submitting the TOD [REDACTED]		Date [REDACTED]
*Refinances Only - No Ownership Changes – Attach one of the following: 1) A letter with owner name(s), current address(es), new lien holder name(s) and address(es), vehicle or hull identification number, model year, make, and the lien creation date; or 2) An application for certificate of title (ITD 3337) that has been completed with current lien holder information and the lien creation date; or 3) A copy of the security agreement if all required information listed in (1) is included.		

(Caution and Instructions on Reverse)

Exhibit 2-29 (continued)

-- CAUTION --

This document:

1. May not be used if the primary ownership document (i.e. title, manufacturer's certificate of origin) is available or if there is no lien.
2. Is valid only when (a) it is in the possession of ITD or a county assessor motor vehicle office, (b) it has been properly completed, and (c) a photocopy of the title application has been submitted with the TOD.
3. Is valid only if it includes a non-refundable \$26.00 fee and has been receipted by ITD or a county assessor motor vehicle office within **30* calendar days** of the date of sale, or if there was no sale, the date of the security agreement/contract.
4. Is valid only if ITD receives the primary ownership document with the original title application and other supporting documents within **90* calendar days** of the date of sale or if there was no sale, the date of the security agreement/contract.

***In determining days, begin counting the first day after the actual day of sale or day the contract was signed. If either the 30th day or the 90th day falls on a weekend or holiday, the last date the TOD will be accepted is the next department or agent working day.**

-- INSTRUCTIONS --

1. All applicable areas of the TOD form **MUST** be completed or this document will not be accepted by DMV.
2. Complete the boxes by typing or printing clearly.
3. Record the complete vehicle or hull identification number (VIN or HIN).
4. If this is a two stage manufactured vehicle, the VIN **MUST** be the chassis number.
5. Send \$26.00 with this document. If this non-refundable fee is not received, the document will be invalidated.
6. Take this document with a copy of the Report of Sale and Application for Certificate of Title to a local DMV county office or mail it to:

Idaho Transportation Department
Attn: Vehicle Services TOD Desk
PO Box 34
Boise, ID. 83731-0034

This document can also be sent by facsimile machine (FAX) to: 208-334-8658.

2.45 TRUCK CAMPER TITLING

Are truck campers titled?

Yes, truck campers were not titled prior to January 1, 2009. Effective on that date, truck campers meeting the definition in Idaho Code are required to be titled. Any truck camper acquired prior to that date may be optionally titled by the owner. Anyone acquiring a truck camper on or after January 1, 2009, is required to title it.

What is the definition of “truck camper” in Idaho law?

According to Idaho Code 49-121(9)(d) (effective January 1, 2009), a truck camper is “A portable unit constructed to provide temporary living quarters for recreational, travel or camping use, consisting of a roof, floor, and sides, designed to be loaded onto and unloaded from the bed of a pickup truck, and containing at least one of the following facilities: stove; refrigerator or icebox; self-contained toilet; heater or air conditioner; potable water supply including a faucet and sink; separate 110-125 volt electrical power supply; or LP-gas supply. Truck campers originally constructed with an overall length of six (6) feet or longer shall be titled as provided in Title 49, Chapter 5. A truck camper does not include pickup hoods, shells or canopies.”

What is required to title a truck camper?

Refer to the requirements found in Section 2.31, Off-Road Vehicles.

2.46 TRUSTS

<i>What is a trust?</i>	A right of property, real or personal, held by one party for the benefit of another.
<i>What is a trustee?</i>	A person responsible for the property held in trust.
<i>What is a beneficiary?</i>	The person for whose benefit the property is held in trust.
<i>How is a vehicle titled in the name of a trust?</i>	The trustee may apply at any county assessor's office.
<i>What supporting documents are required to have a title issued in a trust name?</i>	The same supporting documents as with any other regular application. No supporting trust documents are required. Trusts are now treated the same as businesses. It is assumed the person signing for the trust has been duly appointed as the trust's representative. If the trust is <u>not</u> a grantor trust, then the trust EIN must be submitted.
<i>What is necessary to release a title issued in the name of a trust?</i>	<p>The trustee should sign a release on behalf of the trust. No trust documents are normally necessary.</p> <p>For example, a vehicle titled in the name of Tim and Susan Jones Trust is being sold. An example of an acceptable signature of release would be "Tim and Susan Jones Trust by Ronald Beck, Trustee."</p> <p>However, if a designated trustee is listed on the title and someone else has released it, additional documents are required.</p> <p>For example, if a title is issued in the name of Harmon Trust, Bill Smith Trustee, and Tim Harris has released the title, trust documents should be provided to show that a trustee other than the one on the title is authorized to release for the trust.</p>
<i>If a title is in the name of an individual, and a trustee has signed the owner's release line, must the title first be issued in the trust name?</i>	<p>Not necessarily. The title need not be issued in the trust name first if:</p> <ol style="list-style-type: none">1. A release can be obtained from the owner on the title. <p style="text-align: center;">AND</p> <ol style="list-style-type: none">2. Verified or certified copies of trust documents can be produced that indicate:<ul style="list-style-type: none">• The vehicle was specifically transferred to the trust, or the vehicle was part of a category of property transferred to the trust, i.e., "all property owned by the trustor (titled owner) is to be transferred."• The owner on the title was the beneficial owner.• The person signing the title as trustee was appointed as such.
<i>What if a release cannot be obtained from the owner on the title because he can no longer</i>	If the titled owner's signature is included in the trust documents (i.e., as trustor) and trust documents indicate the vehicle was transferred to the trust (see No. 2, above), this is sufficient to indicate his intent to transfer the vehicle to the trust. A verified copy of the trust may be

be found or is deceased?

used in place of an explicit release.

What if the titled owner is not the trust beneficiary?

Sales tax is due, but the title can still be processed directly into the name of the applicant as long as all other titling requirements are met and tax is paid on the fair market value of the vehicle or a clearance is presented from the State Tax Commission.

What if the original title is issued in two names and only one of the names is listed as the trust beneficiary, or there is one name on the title and two names are listed as beneficiaries?

Again, the title can still be transferred directly to the applicant as long as all titling requirements have been satisfied. As long as one name is in common, no tax would be due.

What if trust documents do not indicate the vehicle was transferred into the trust, the titled owner is deceased, and all other property of the deceased had been transferred to the trust?

The vehicle would be considered the estate of the deceased, and normal inheritance guidelines would apply.

When a copy of the trust is required, must the entire document be presented?

No. Only the portions showing the creation of the trust name, the transfer of the vehicle to the trust, the appointment of the trustee, and the signatures of the trustor and trustee are necessary.

2.47 UNDELIVERABLE TITLES

What happens when a title has been issued, mailed and returned to Vehicle Services as undeliverable?

The fact that the title has been returned is entered on the computerized title record.

The title is shredded.

How does a vehicle owner have an undeliverable title reissued?

The owner or lienholder may request delivery of the title to a new address either by phone, by mail or in person at a county assessor's office. In either case, they must prove they are the vehicle owner by providing the following information:

- Vehicle identification number.
- Make, model and year.
- The address to which the title originally was mailed.

If a registered owner is requesting a title that has a lien recorded, a lien release must also be submitted.

A dealer accepting the vehicle as a trade-in may request delivery of the title to his address if he provides the information above in writing and either an original bill of sale or power of attorney from the registered owner that shows the dealer as purchaser or attorney in fact. If a lien is recorded on the title, an original or certified or verified copy of a lien release must also be submitted. Any bills of sale, powers of attorney or lien releases will be returned with the title.

2.48 VAN CONVERSIONS

<i>What is a van conversion?</i>	A van conversion is a factory-made van that has alterations made by a second stage manufacturer, but does not qualify as a motor home. (For motor home qualifications, see Section 2.26, Motor Homes.)
<i>How is a van conversion titled?</i>	The procedures are the same as for any other vehicle except that many vans have two MSO's or MCO's, one for the chassis and one for the conversion. Both must be submitted.
<i>What if a van conversion has only one MCO or MSO?</i>	The one MCO or MSO must be submitted along with a statement from the dealer verifying that no MCO or MSO was issued by the firm that did the conversion.
<i>Do van conversions have more than one VIN?</i>	Not usually.
<i>What make is assigned to a van conversion?</i>	The frame make.
<i>How is a vehicle titled if an MCO indicates it is a "van conversion" or "conversion van" and it looks like a "van" but has four or more life support systems qualifying it as a motor home?</i>	Title it as a type B motor home.

2.49 VIN AND VIN INSPECTIONS

What is a VIN (Vehicle Identification Number)?

It is a unique serial number given to a vehicle by the manufacturer for identification purposes. Normally, 1981 and newer vehicles have a 17 character VIN. Usually each of the first 11 characters is a code representing vehicle information. In most cases, the last six digits make up a sequential production number, i.e., the number or point at which the vehicle came off the production line. Though the meaning varies with different manufacturers, a typical example is shown in the diagram below:

VIN: 1 B 3 X A 4 6 K 7 P F 1 2 3 4 5 6

- 1 – Nation of origin (U.S.A.)
- B – Make or manufacturer (Dodge)
- 3 – Vehicle type (passenger)
- X – Restraint system (driver air bag, passenger manual)
- A – Carline (Spirit)
- 4 – Series (High)
- 6 – Body type (4-door sedan)
- K – Engine (2.5L L4 EFI)
- 7 – Check digit
- P – Model year (1993)
- F – Assembly plant (Newark, DE)
- 123456 – Sequential production number

How can I tell the model year of a vehicle by looking at the VIN?

The 10th digit of the 17 digit VIN is always the model year for 1980 and newer vehicles, excluding some ATVs, snowmobiles, and off-road bikes. The year is indicated according to the following chart:

A	–	1980	1	–	2001
B	–	1981	2	–	2002
C	–	1982	3	–	2003
D	–	1983	4	–	2004
E	–	1984	5	–	2005
F	–	1985	6	–	2006
G	–	1986	7	–	2007
H	–	1987	8	–	2008
J	–	1988	9	–	2009
K	–	1989	A	–	2010
L	–	1990	B	–	2011
M	–	1991	C	–	2012
N	–	1992	D	–	2013
P	–	1993	E	–	2014
R	–	1994	F	–	2015
S	–	1995	G	–	2016
T	–	1996	H	–	2017
V	–	1997	J	–	2018
W	–	1998	K	–	2019
X	–	1999	L	–	2020
Y	–	2000			

The letters I, O, Q, U, and Z were skipped because they are easily confused with numbers.

Where is a VIN usually found on a vehicle?

Vehicles except motorcycles and trailers:

- The top surface of the instrument panel (visible through the windshield).
- For 1967 and older vehicles, refer to a National Automobile Theft Bureau manual if you cannot find the VIN or contact ITD.

Motorcycles:

- Most motorcycles should display a frame VIN on the headstock. This is the area where the fork assembly attaches to the frame.

Trailers:

- Most trailers display the VIN on the tongue or on the face of the frame.

What is a VIN inspection?

The inspection and certification of a vehicle's identification number and description (make, year, etc.).

Who may perform a VIN inspection?

Any Idaho law enforcement officer or agent of the Division of Motor Vehicles. The latter includes deputy county assessors, Idaho licensed dealers, employees of Idaho financial institutions registered with the Idaho Department of Finance and any special agents as stipulated in a formal agreement with ITD. If the vehicle is located out of state (i.e., students, military personnel, or Idaho residents temporarily located in another state), then the inspection may be performed by any peace officer, authorized DMV representative, or military police. VIN inspections can also be performed by certain franchised out-of-state dealers located near the Idaho border for vehicles sold from their inventory, provided the dealer has an agreement on file with ITD and also signs an Indemnifying affidavit with each inspection. If a dealer is applying for title in their personal name ITD recommends that you have someone else at the dealership sign for the dealership and vin inspection.

If an Idaho VIN Inspection form is not available, then an out-of-state VIN inspection form is acceptable as long as the VIN and complete vehicle description are provided along with the title and signature of the inspecting officer.

When must a VIN inspection be completed?

- When a vehicle is not currently titled in Idaho (i.e., out-of-state title, MCO or MSO).
- When a VIN must be corrected on an Idaho title or title document.
- When ownership of a vehicle has been transferred through an abandoned vehicle sale or lien sale or impounded vehicle sale.
- When ownership of a vehicle has been transferred through a bankruptcy.*
- When ownership of a vehicle has been transferred through a sheriff's sale.*
- When ownership of a vehicle has been transferred after a drug seizure.*
- When ownership of a vehicle has been transferred after an immigration seizure.*
- When ownership of a vehicle has been transferred after a tax seizure.*
- When adding description information to an existing Idaho title.

*An inspection is not required if an Idaho title is surrendered with the title application.

Is there a special form for reporting a VIN inspection?

Yes, either an ITD 3403, Vehicle or Hull Identification Number Affidavit of Inspection (Exhibit 2-30 at the end of this section) or a Report of Sale and Application for Certificate of Title (ITD 0502). A VIN inspection form issued by another state is also acceptable.

Who is allowed to use the title application form to record an inspection?

Anyone authorized to complete the title application form may use it to record an inspection.

Is there more than one VIN on a vehicle in some instances?

Yes, most motor homes have two, one on the chassis and one on the coach. Some doublewide mobile homes also have two separate VINs, one on each half. Some motorcycles also have two.

How is a VIN inspection conducted?

The agent will:

- Check the VIN plate that is currently on the vehicle.
- Check the appearance of the VIN plate itself to assure that no tampering or mutilation has taken place, that it is not loose, and that the numbers and letters are legible.
- Check that the make and model listed on the title matches the vehicle being inspected.
- Check the odometer reading.

When the agent returns to their office, they will compare the VIN on the inspection with the VIN on the title or MCO, and will then sign the inspection form.

What if the VIN on the owner-ship documents has a serious or inexplicable error?

Contact Vehicle Services in Boise.

What if the VIN on the title has an obvious and easily explained error?

In the event the title has an obvious error, (e.g., title shows incomplete VIN, an alpha character where a numeric must be, etc.), the inspecting agent will process the transaction, indicating the **complete** and correct number on the application. Obvious errors are ones that can be verified by other resources such as the NATB (National Automobile Theft Bureau) or the NICB (National Insurance Crime Bureau) books. The discrepancy should be explained in the comments section of the inspection form, and the wrong number should be indicated.

What is meant by the sequential portion of a VIN?

Usually, this is the last six digits of the VIN. This portion of the VIN is unique to each vehicle. It indicates that particular vehicle's place on the production line.

Can we accept a title with a discrepancy in the sequential portion of the VIN?

Generally no. If it is a typographical error that can be verified by ITD resources, perhaps. Otherwise, an explanation and supporting documents are required. Contact ITD or a Motor Vehicle Investigator.

Can we accept a title with a discrepancy in the non-sequential portion of the VIN?

We can generally accept a transaction if the discrepancy between the vehicle and the title is only in the non-sequential portion of the number, and if the symbols in the correct VIN are consistent with the vehicle's actual attributes as verified by an NATB or NICB book. A notation should be made in the Comments section of the ITD 3403, Indemnifying Affidavit (Exhibit 2-31), telling how the number was verified.

Are there common errors to watch out for when completing a VIN Affidavit of Inspection?

When completing the VIN Affidavit of Inspection, check for these common errors, omissions, and discrepancies: (The inspector **MUST** sign the form and identify themselves by agency and title.)

- Any discrepancy between the number on the vehicle and the number on the old title must be noted in the Comments section.
- The model year should be identified on the form.
- Out-of-state coding should not be repeated on the inspection, as it cannot be interpreted.
- Affidavits for a motor home must include both the chassis and coach VINs.

What if the first two digits of the VIN are missing on an out-of-state title?

This may be acceptable. Some states such as Florida, Georgia, Mississippi, and Alabama included only 15 digits of the 17 digit VIN in past years.

What is an assigned VIN?

An identification number assigned to a vehicle by a Motor Vehicle investigator when the old number has been lost or mutilated or the vehicle has been specially constructed.

How is a VIN assigned?

Contact a Motor Vehicle investigator.

Exhibit 2-30

ITD 3403 (Rev. 03-10)
Supply # 01-958038-0

Vehicle or Hull Identification Number Inspection Certification

Idaho Transportation Department

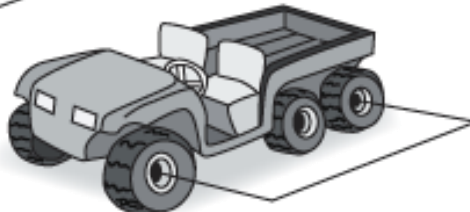
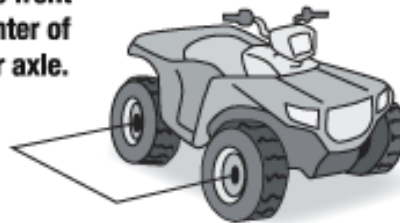
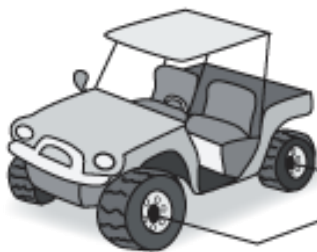


• **Complete all sections related to Vehicle** • **Do not use codes from any title** • **Spell out makes and models** •
To provide an accurate description, this form must be filled out directly from the vehicle/vessel without the use of other documentation. This form must be completed by a law enforcement officer or an authorized agent of the Idaho Transportation Department (ITD).

1 st Vehicle (VIN) or Hull (HIN) Identification Number – (VINs typically have 17 numbers; HINs typically have 12)																	<input type="checkbox"/> VIN/HIN Discrepancy (Explain)	
2 nd Vehicle Identification Number (VIN)																		
<div style="display: flex; justify-content: space-between;"> 1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 </div>																		
VIN/HIN Location		<input type="checkbox"/> Dash <input type="checkbox"/> Door <input type="checkbox"/> Transom <input type="checkbox"/> Headstock <input type="checkbox"/> Trailer Tongue L - R <input type="checkbox"/> Other (Describe)																
Type of Vehicle		<input type="checkbox"/> Auto/PU/Van <input type="checkbox"/> Truck <input type="checkbox"/> Trailer <input type="checkbox"/> Motorcycle <input type="checkbox"/> RV <input type="checkbox"/> Mobile Home <input type="checkbox"/> Snowmobile <input type="checkbox"/> ATV <input type="checkbox"/> UTV <input type="checkbox"/> Boat					Engine Size _____ cc			Motorcycle FMVSS Sticker <input type="checkbox"/> Yes <input type="checkbox"/> No								
							Wheel base on ATV or UTV (See back of form)			Number of Wheels on ATV or UTV								
Model Year		Make			Body Type			Model			Color							
Length		Width		Weight		Fuel Type		Horsepower		Hull Material		Propulsion						
Motorcycle Is:		Comments/Description/Other Pertinent Data																
<input type="checkbox"/> Off-road <input type="checkbox"/> On-road																		
Odometer Reading (no tenths)		<input type="checkbox"/> Not Actual – Warning – Odometer Discrepancy <input type="checkbox"/> Exceeds Mechanical Limits										<input type="checkbox"/> Exempt <input type="checkbox"/> No Odometer						
Inspection Officer or Agent's Signature (I certify I have physically inspected the vehicle described above)										Applicant's Name								
Agency Name					Badge Number			Applicant's Address										
City/Area					Date Inspected			City, State, Zip			Phone Number							

WHEELBASE:

The distance between the center of the front axle and the center of the farthest rear axle.



2.50 WHEEL-MOUNTED EQUIPMENT

What is considered to be "wheel-mounted" equipment?

For the purposes of this section, wheel-mounted equipment is any unit mounted on wheels that is not designed to carry other property or passengers. Examples include cement mixers, generators, welders, tar buckets, air compressors, tow dollies, portable toilet trailers, office trailers, concession stands, street sweepers, and other similar devices as determined by ITD. The equipment must be permanently mounted. The MCO normally will describe what it is.

Can wheel-mounted equipment be titled?

Generally, no. If the equipment is exempt from registration, it is exempt from titling. If an Idaho title has been previously issued for this equipment, it may be surrendered to ITD for cancellation.

Office trailers and concession stands are an exception. They may be titled at the owner's request.

2.51 WHOLESALE DEALERS

<i>What is a wholesale dealer?</i>	<p>A wholesale dealer is a licensed Idaho Motor Vehicle Dealer who sells used vehicles to Idaho vehicle dealers.</p> <p>A wholesale dealer meets all the requirements of the Idaho Dealer Act except for the display of vehicle requirements.</p>
<i>Can a wholesale dealer use the Report of Sale and Application for Certificate of Title?</i>	<p>No. However, a generic title application can be used to transfer the vehicle into the Idaho wholesale dealer's name. A wholesale dealer cannot sell any vehicles to a retail purchaser.</p>
<i>Where does a wholesale dealer obtain a generic title application?</i>	<p>Generic title applications are issued to wholesale dealers by the Vehicle Services Unit in Boise or they can be copied from our website.</p>
<i>What classes of vehicles can a wholesale dealer sell?</i>	<p>According to <i>Idaho Code 49-124(2)</i>, a wholesale dealer can only sell used vehicles. Vehicles can be sold only to other motor vehicle dealers.</p>
<i>How can a wholesale dealer be identified?</i>	<p>The dealer number for a wholesale dealer is in the 7000 series.</p>
<i>Can a wholesale dealer do VIN inspections?</i>	<p>Only in the course of their vehicle transactions. They cannot offer this service to the public.</p>

<p>Other questions about wholesale dealers should be referred to the Dealer Licensing Team in Boise at (208) 334-8681.</p>
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CHAPTER 3



OUTSIDE HELP

CHAPTER 3 OUTSIDE HELP

This chapter was designed to provide lists of addresses and phone numbers to other state agencies or private organizations that may be helpful to individuals dealing with motor vehicle sales and financing.

3.1 OTHER STATES' DOT ADDRESSES AND PHONE NUMBERS

ALABAMA STATE DEPT OF REVENUE
MOTOR VEHICLE DIVISION
PO BOX 327640
MONTGOMERY AL 36132-7640
(334) 242-9000
FAX (334) 353-8038
<http://www.ador.state.al.us/motorvehicle/index.html>

STATE OF ALASKA
DEPT OF ADMINISTRATION
MOTOR VEHICLE DIVISION
1300 W BENSON BLVD., STE 900
ANCHORAGE AK 99503
(907) 269-5559
FAX (907) 269-3762
<http://www.state.ak.us/dmv>

ARIZONA DEPT OF TRANSPORTATION
MOTOR VEHICLE DIVISION
PO BOX 2100
PHOENIX AZ 85001
(602) 255-0072
FAX (602) 712-3071
<http://www.dot.state.az.us/mvd/mvd.htm>

ARKANSAS DEPT OF FINANCE & ADMIN
MOTOR VEHICLE DIVISION
JOEL Y. LEDBETTER BUILDING
PO BOX 1272
LITTLE ROCK AR 72203
(501) 682-4692 or (800) 662-TAGS
FAX (501) 682-4756
http://www.arkansas.gov/dfa/motor_vehicle/mv_index.html

CALIFORNIA DEPT OF MOTOR VEHICLE
DIV OF HEADQUARTERS OPERATIONS
PO BOX 942869
SACRAMENTO CA 94269-0001
1(800) 777-0133 OR (916) 229-0370
FAX (916) 657-8743
<http://www.dmv.ca.gov>

COLORADO DEPT OF REVENUE
MOTOR VEHICLE DIVISION
TITLE SECTION
1881 PIERCE ST
LAKEWOOD CO 80215
MAIL: COLORADO MOTOR VEHICLE TITLE SECTION
DENVER CO 80261-0016
TITLES: (303) 205-5608 FAX: (303) 205-5965
REGISTRATIONS: (303) 205-5608 FAX: (303) 205-5978
http://www.revenue.state.co.us/MV_dir/wrap.asp?incl=dlolist

CONNECTICUT DEPT OF MOTOR VEHICLES
TITLE DIVISION
60 STATE ST RM 305
WETHERSFIELD CT 06161
(860) 263-5700
<http://dmvct.org/regpage.htm>

DELAWARE DEPT OF PUBLIC SAFETY
MOTOR VEHICLE DIVISION
PO BOX 698
DOVER DE 19903
(303) 744-2502
FAX (302) 739-2042
<http://www.dmv.de.gov/>

DISTRICT OF COLUMBIA
DEPT OF MOTOR VEHICLES
95 M STREET SW
PO BOX 90120
WASHINGTON DC 20090-4216
(202) 737-4404
<http://dmv.dc.gov/serv/online.shtm>

FLORIDA DEPT OF HIGHWAY SAFETY AND MOTOR VEHICLES
DIVISION OF MOTOR VEHICLES
NEIL KIRKMAN BLDG RM A318
TALLAHASSEE FL 32399-0500
(850) 617-2000
<http://www.hsmv.state.fl.us>

GEORGIA DEPT OF MOTOR VEHICLE SAFETY
MOTOR VEHICLE SERVICES DIVISION
101 TRINITY
WASHINGTON BLDG
PO BOX 740381
ATLANTA GA 30374-0381
(404) 362-6500
<http://motor.etax.dor.ga.gov>
Email: motorvehicleinquiry@dor.ga.gov

CITY AND COUNTY OF HONOLULU
HAWAII DEPT OF FINANCE
DIV OF MOTOR VEHICLES AND LICENSING
PO BOX 30330
HONOLULU HI 96820-0330
(808) 532-7700
<http://hawaii.gov/dot/>

Hawaii is the only U.S. state where *no* part of the state government performs DMV functions; it has completely delegated vehicle registration and driver licensing to county governments.

COUNTY OF HAWAII
DEPT OF FINANCE
DIVISION OF TREASURY
25 AUPUNI ST
HILO HI 96720
<http://www.hawaii-county.com/treasury/mvrgeninfo.html>

COUNTY OF KAUAI
DEPT OF FINANCE
DIVISION OF TREASURY
4444 RICE ST RM 230
LIHUE HI 96766
<http://www.kauai.gov/Government/Departments/Finance/TreasuryDivision/MotorVehicleRegistration/tabid/168/Default.aspx>

COUNTY OF MAUI
DIVISION OF TREASURY
VEHICLE LICENSE
1580 KAAHUMANU AVE
WAILUKU HI 96793
<http://www.co.maui.hi.us/departments/MotorVehicles/>

ILLINOIS SECRETARY OF STATE
VEHICLE SERVICES DEPT
HOWLETT BLDG ROOM 312
501 S 2ND ST
SPRINGFIELD IL 62756
(217) 785-3000 OR 1 (800) 252-8980
FAX (217) 785-4727
<http://www.sos.state.il.us/departments/vehicles/home.html>

INDIANA BUREAU OF MOTOR VEHICLES
VEHICLE SERVICES, IGCN, RM N440
100 N SENATE AVE
INDIANAPOLIS IN 46204
(317) 233-6000
<http://www.state.in.us/bmv/>

IOWA DEPT OF TRANSPORTATION
MOTOR REGISTRATION DIVISION
OFFICE OF VEHICLE SERVICES
6310 SE CONVENIENCE BLVD, ANKENY, IA 50021
PO BOX 9278
DES MOINES IA 50306
(515) 237-3110
FAX (515) 237-3056
www.iamvd.com/index.htm

KANSAS DEPT OF REVENUE
DIVISION OF VEHICLES
DOCKING STATE OFFICE BLDG
TOPEKA KS 66626-0001
(785) 296-3621
FAX (785) 296-3852
<http://www.ksrevenue.org/vehicle.htm>

KENTUCKY DEPT OF VEHICLE REGULATION
DIVISION OF MOTOR VEHICLE LICENSING
PO BOX 2014
200 MERO ST
FRANKFORT KY 40622
(502) 564-5301
FAX (502) 564-2950
<http://transportation.ky.gov/mvl/>

LOUISIANA DEPT OF PUBLIC SAFETY
MOTOR VEHICLE DIVISION
PO BOX 64886
BATON ROUGE LA 70896
7979 INDEPENDENCE BLVD
BATON ROUGE LA 70806
(877) 368-5463
FAX (225) 925-3665
<http://omv.dps.state.la.us>

MAINE SECRETARY OF STATE
BUREAU OF MOTOR VEHICLES
VEHICLE SERVICES DIVISON
STATE HOUSE STATION #29
101 HOSPITAL ST
AUGUSTA ME 04333-0029
(207) 624-9000
FAX (207) 624-9204
<http://www.maine.gov/sos/bmv/index.html>

MARYLAND DEPT OF TRANSPORTATION
MOTOR VEHICLE ADMINISTRATION
6601 RITCHIE HWY NE
GLEN BURNIE MD 21062
(800) 248-4160
<http://www.mva.state.md.us>

MASSACHUSETTS REGISTRY OF MOTOR VEHICLES
TITLE DIVISION
PO BOX 199100
BOSTON MA 02119
(617) 351-4500
www.massdot.state.ma.us/rmv

MICHIGAN DEPT OF STATE
BUREAU OF DRIVER & VEHICLE RECORDS
7064 CROWNER DR
LANSING MI 48918
(888) 767-6424
FAX (517) 322-1968
<http://www.michigan.gov/sos/>

MINNESOTA DEPT OF PUBLIC SAFETY
DRIVER & VEHICLE SVCS DIVISION
445 MINNESOTA ST SUITE 185
ST PAUL MN 55101
(651) 296-6911
FAX (651) 296-2224
www.dps.state.mn.us

MISSISSIPPI STATE TAX COMMISSION
PO BOX 1140
JACKSON MS 39205
(601) 923-7133
FAX: (601) 923-7224
www.msfc.state.ms.us

MISSOURI DEPT OF REVENUE
DIVISION OF MOTOR VEHICLES
HARRY S TRUMAN BLDG, ROOM 370
301 W HIGH ST
PO BOX 100
JEFFERSON CITY MO 65105-0100
(573) 526-3669
For faxing Call (573) 526-3669 for instructions
<http://dor.mo.gov/mvdl/motorv/>

MONTANA DEPT OF JUSTICE
TITLE AND REGISTRATION BUREAU
MOTOR VEHICLE DIVISION
1032 BUCKSKIN DR
DEER LODGE MT 59722
(406) 846-6000
FAX (406) 846-6039
<http://www.doj.state.mt.us/driving/vehicletitleregistration.asp>

NEBRASKA DEPT OF MOTOR VEHICLES
VEHICLE SERVICES DIVISION
301 CENTENNIAL MALL SOUTH
PO BOX 94789
LINCOLN NE 68509-4789
(402) 471-2281
FAX (402) 471-9594
<http://www.dmv.state.ne.us/dvr/mvtitles>

NEVADA DEPT OF MOTOR VEHICLES & PUBLIC SAFETY
REGISTRATION DIVISION
555 WRIGHT WAY
CARSON CITY NV 89711
(775) 684-4368 OR (775) 684-4810 OR (877) 368-7828
FAX (775) 684-4992
<http://www.dmvnv.com/>

NEW HAMPSHIRE DEPT OF SAFETY
DIV OF MOTOR VEHICLES
JAMES HAYES SAFETY BLDG
10 HAZEN DR
CONCORD NH 03305
TITLES: (603) 271-3111 FAX (603) 271-6758
REGISTRATION: (603) 271-2251 FAX (603) 271-1061
<http://www.nh.gov/safety/dmv/index.html>

NEW JERSEY DEPT OF TRANSPORTATION
MOTOR VEHICLE COMMISSION
225 E STATE ST
PO BOX 160
TRENTON NJ 08666
(609) 292-6500
<http://www.state.nj.us/mvc/>

NEW MEXICO TAXATION & REVENUE DEPT
MOTOR VEHICLE DIVISION
JOSEPH M MONTOYA STATE BLDG
PO BOX 1028
SANTA FE NM 87504-1028
(505) 827-0700
FAX (505) 827-0395
http://www.state.nm.us/tax/mvd/mvd_home.htm

NEW YORK DEPT OF MOTOR VEHICLES
6 EMPIRE STATE PLAZA
ALBANY NY 12228
(518) 486-4714
<http://www.nydmv.state.ny.us>

NORTH CAROLINA DEPT OF TRANSPORTATION
DIVISION OF MOTOR VEHICLES
3148 MAIL SERVICE CENTER
RALEIGH NC 27699-3148
(919) 715-5000
FAX (919) 733-6951
<http://www.dmv.dot.state.nc.us>

NORTH DAKOTA DEPT OF TRANSPORTATION
MOTOR VEHICLE DIVISION
608 E BOULEVARD AVE
BISMARCK ND 58505-0700
(701) 328-2725
FAX (701) 328-1487
<http://www.dot.nd.gov/public/public.htm>

OHIO DEPT OF PUBLIC SAFETY
BUREAU OF MOTOR VEHICLES
PO BOX 16520
COLUMBUS OH 43216-6520
TITLES: (614) 752-7500 FAX: (614) 752-8929
REGISTRATIONS: (614) 752-7600 FAX: (614) 752-7972
<http://bmvo.hio.gov>

OKLAHOMA TAX COMMISSION
MOTOR VEHICLE DIVISION
2501 LINCOLN BLVD
OKLAHOMA CITY OK 73194-0013
(405) 521-3221
FAX: (405) 522-0991
<http://www.tax.ok.gov/mv5.html>

OREGON DEPT OF TRANSPORTATION
DRIVER AND MOTOR VEHICLE SERVICES
1905 LANA AVE NE
SALEM OR 97314
(503) 945-5000
FAX: (503) 945-7924
<http://www.oregon.gov/ODOT/DMV/vehicle/titlereg.shtml>

PENNSYLVANIA DEPT OF TRANSPORTATION
BUREAU OF MOTOR VEHICLES
1101 S FRONT ST
HARRISBURG PA 17104-2516
(717) 391-6190
FAX (717) 783-7974
<http://www.dmv.state.pa.us/centers/motorVehicleCenter.shtml>

RHODE ISLAND DIVISION OF MOTOR VEHICLES
286 MAIN ST RM 108
PAWTUCKET RI 02860
(401) 462-5774
FAX (401) 462-5783
<http://www.dmv.state.ri.us>

SOUTH CAROLINA DEPT OF PUBLIC SAFETY
DIVISION OF MOTOR VEHICLES
PO BOX 1498
COLUMBIA SC 29216-0019
(803) 737-4000 or (800) 442-1368
FAX (803) 737-1112
<http://www.scdmvonline.com>

SOUTH DAKOTA DEPT OF REVENUE
DIVISION OF MOTOR VEHICLES
445 E CAPITOL AVE
PIERRE SD 57501
(605) 773-3541
FAX (605) 773-2550
<http://www.state.sd.us/drr2/motorvehicle/index.htm>

TENNESSEE DEPT OF SAFETY
MOTOR VEHICLE TITLE AND REGISTRATION DIVISION
1150 FOSTER AVE
NASHVILLE TN 37243-8050
(615) 741-3101 EXT 161 or (888) 871-3171
FAX (615) 253-4260
<http://www.tennessee.gov/revenue/vehicle/index.htm>

TEXAS DEPT OF TRANSPORTATION
VEHICLE TITLES AND REGISTRATION DIVISION
4000 JACKSON AVE
AUSTIN TX 78781
(512) 465-7611 – General Motor Vehicle Titles and Registration Information
FAX (512) 302-2162
Ownership information by VIN only
http://www.dot.state.tx.us/drivers_vehicles/

UTAH STATE TAX COMMISSION
MOTOR VEHICLE DIVISION
210 N 1950 W
SALT LAKE CITY UT 84134
(801) 297-7780 or (800) 368-8824
FAX (801) 297-3578
<http://www.dmv.utah.gov>

VERMONT AGENCY OF TRANSPORTATION
DEPT OF MOTOR VEHICLES
120 STATE ST
MONTPELIER VT 05603-0001
(802) 828-2000
FAX (802) 828-2170
<http://www.dmv.vermont.gov>

VIRGINIA DEPT OF MOTOR VEHICLES
PO BOX 27412
2300 W BROAD ST
RICHMOND VA 23269-0001
(804) 497-7100
FAX (804) 367-6631
<http://www.dmv.state.va.us>

WASHINGTON DEPT OF LICENSING
ATTN RECEIVING SECTION
TITLE & REGISTRATION SERVICES
PO BOX 9909
OLYMPIA WA 98507-9909
(360) 902-3770
FAX (360) 664-0831
<http://www.wa.gov/dol/>

WEST VIRGINIA DEPT OF TRANSPORTATION
DIVISION OF MOTOR VEHICLES
1800 KANAWHA BLVD E
CHARLESTON WV 25317
(304) 558-3900
FAX (304) 558-0734
<http://www.transportation.wv.gov/dmv>

WISCONSIN DEPT OF TRANSPORTATION
DIVISION OF MOTOR VEHICLES
4802 SHEBOYGAN AVE
PO BOX 7909
MADISON WI 53702
FAX: (608) 266-0967
(608) 266-1466
<http://www.dot.wisconsin.gov/drivers/vehicles/index.htm>

WYOMING DEPT OF TRANSPORTATION
MOTOR VEHICLE SERVICES
5300 BISHOP BLVD
PO BOX 1708
CHEYENNE WY 82009-3340
(307) 777-4375 (For information on licensing requirements and central file information only.
County clerks issue titles; County Treasurers issue license plates.)
FAX (307) 777-4772
<http://dot.state.wy.us/wydot/>

PUERTO RICO DEPT OF TRANSPORTATION AND PUBLIC WORKS
DRIVER SERVICES DIRECTORATE
PO BOX 41243
MINILLAS STATION, SAN JUAN PR 00940-1243
(787) 294-2424
FAX: (787) 294-0167
<http://www.dtop.gov.pr>

U.S. DEPARTMENT OF STATE
REGISTRATION OF VEHICLES
OFFICE OF FOREIGN MISSIONS
DIPLOMATIC MOTOR VEHICLE OFFICE (DMVO)
3507 INTERNATIONAL PL NW
WASHINGTON DC 20520-3302
(202) 895-3500
(202) 895-3646

BRITISH COLUMBIA, CANADA

AUTO PLAN RECORDS ICBC
ROOM 241
151 W ESPLANADE
N VANCOUVER BC V7M 3H9
CANADA
(604) 661-2800 or (800) 663-3051
<http://www.icbc.com>

ALBERTA, CANADA

OFFICE OF THE INFORMATION AND PRIVACY COMMISSIONER
#410, 9925-109 STREET
EDMONTON, ALBERTA T5K2J8
CANADA
Toll Free: (888) 878-4044 or (780) 427-7013
Drivers and Motor Vehicles - mv@gov.ab.ca
http://www.servicealberta.ca/Drivers_MotorVehicles.cfm

3.2 TITLE AND REGISTRATION GUIDES

N.A.D.A APPRAISAL GUIDES
PO BOX 7800
COSTA MESA, CA 92628
(800) 966-6232
FAX: (714) 556-8715

– Official Title & Registration Book

R L POLK & CO
PUBLICATIONS & SERVICE DEPT
26955 NORTHWESTERN HWY
SOUTHFIELD MI 48033
(800) 435-7804 EXT. 7813 OR (248) 728-7000

– Polk's Motor Vehicle Registration Manual Volume I

– Polk's Motor Vehicle Registration Manual Volume II

– Polk's Canadian and International Registration Manual Volume III

STEPHENS-PECK INC
PO BOX 1724
SANDY UT 84091
(801) 562-0843
FAX: (801) 568-3102
www.peckstitlebook.com

-Peck's Title Book

TRAFFIC SAFETY DEPT
AMERICAN AUTOMOBILE ASSN
1000 AAA DR
HEATHROW FL 32746-5063

– Digest of Motor Laws

3.3 VEHICLE IDENTIFICATION GUIDES

LEE BOOKS
PO BOX 1174
FAIRFAX CA 94930
(800) 828-3550

- Motorcycle Identification: Guide to the identification of all makes and models of motorcycles, including off-road machines and mopeds - 1986 and older

NATIONAL INSURANCE CRIME BUREAU
WESTERN REGION
3700 PACIFIC HWY EAST, STE 409
FIFE, WA 98424
(888) 241-8130 EXT. 1
<http://www.nicb.org>

- Passenger Vehicle Identification Manual
- Commercial Vehicle and Off-Road Equipment Identification Manual

Titles Checklist

☐ **Primary Ownership Document** (Title, MCO, MSO)

☐ **Releases of Interest From Previous Owners**

___ Registered owner (watch for "and" between names)
 ___ Lienholder
 ___ Dealer(s)

☐ **No Intermediate Idaho Owners** (Non-Dealers)

☐ **VIN Inspection** (if out-of-state title, MCO or MSO)

☐ **Odometers**

___ Disclosure(s) (includes mileage reading and status designator)
 ___ No discrepancies

☐ **Special Documents Authorizing Signature** (original, or certified or verified copy when someone signs for someone else)

___ Power of attorney (signature, vehicle description, grantee, no alterations)
 ___ Court documents of appointment

☐ **Application for Title**

___ Any brands listed in state or out of state
 ___ Correct spelling of name(s)
 ___ Complete and correct address
 ___ Tax collected or appropriate exemption form noted and attached
 ___ Applicant's signature (watch for "and" between names)
 ___ Preparer's signature
 ___ Names and signatures for all applicants and lienholders should be consistent on all documents
 ___ Vehicle described on all documents must be the same – have the same VIN

☐ **Duplicate Title Applications**

___ Applicant is the registered owner or lienholder of record
 ___ Applicant's signature notarized or deputy assessor witnessed
 ___ If POA used, it is also notarized

☐ **Refinancing** (with existing Idaho title)

___ Previous lien released
 ___ New Lien entered